

**Rahmani School of Excellence, Munger**  
**Minutes of the Parent-Teacher Association (PTA) Meeting**

**Date:** April 20, 2025  
**Venue:** School Auditorium  
**Time:** 10:00 AM to 12:00 PM

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**Members Present:**

- **President:** Mr. Mohammad Salehi
  - **Secretary:** Mr. Intekhab Subhani
  - **Members:**
    - Mr. Rajan Kumar (Principal)
    - Mr. Md. Tauheed
    - Mr. Ashad Javed
    - Mr. Sarfaraz Sheikh
    - Mrs. Laxmi Priya
    - Mrs. Sagufta Anjum
    - Mr. Md. Anwar Alam
    - Mr. Abul Hassan
    - Mr. Md. Khalid
    - Mr. Md. Jawed Akhtar
    - Mrs. Gulnaz Parween
    - Mrs. Zainab Fatima
    - Mrs. Shaista Parween
    - Mrs. Anamika Kumari
    - Mrs. Tanu Priya
    - Mr. Pankaj Kumar
    - Mrs. Nahid Parween
    - Mrs. Barkha Sinha
    - Mrs. Rukhshar Parween
    - Mr .Md Akbar
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**Key Points Discussed in the Meeting:**

**1. Welcome Address:**

The meeting began with a welcome speech by Principal Mr. Rajan Kumar. He appreciated the presence of the parents and emphasized the essential role they play in their children's development.

**2. Academic Review:**

The annual exam results for students of Classes 9 to 12 were discussed. Teachers informed that some students need additional academic support, for which special classes will be arranged.

**3. Attendance and Discipline:**

Concerns were raised about irregular student attendance. It was resolved that parents must ensure regular attendance of their children. Strict action will be taken against indiscipline.

**4. Homework Completion:**

Complaints were received regarding students not completing their homework. Teachers requested parents to monitor study habits at home.

### 5. Special Classes Before Summer Vacation:

From May 1, 2025, special academic sessions will be conducted before the summer break. Attendance for these sessions will be mandatory.

### 6. Dress Code and Conduct:

It was decided that salwar-suit with dupatta will be mandatory for girl students. All students must follow disciplined and respectful behavior.

### 7. Parents' Suggestions:

Suggestions were received related to book distribution, timely communication of notices, and transport arrangements. The school administration assured prompt action on these issues.

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### Important Decisions:

- PTA meetings will be held regularly on the last Saturday of every month.
- Attendance in special classes will be mandatory.
- Strict enforcement of dress code and discipline will be ensured.

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### Vote of Thanks:

Principal Mr. Rajan Kumar expressed his gratitude to all present members and parents, and appealed for continued cooperation to ensure the bright future of the students.

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### Signatures:

  
(Mr. Mohammad Salehi)

#### President

Parent-Teacher Association (PTA)

  
(Mr. Intekhab Subhani)

#### Secretary

Parent-Teacher Association (PTA)

  
(Mr. Rajan Kumar)

#### Member

Principal, Rahmani School of Excellence, Munger



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