

**SAINIK SCHOOL KAPURTHALA**

**SOP ON ELECTION OF PARENTS' REPRESENTATIVE TO LBA**

**Relevant Rules / History**

1. As per Sainik Schools Society Rules and Regulations para 1.08, a parent, duly elected every year from amongst the parents of the boys and girls studying in the school will be a member of Local Board of Administration.

2. Relevant Explanatory notes of rule 2.15 of Sainik Schools Society rules and regulations are as under: -

(a) The election of the parent member would be held preferably on a parent's day or on the Founder's Day when most parents are likely to attend.

(b) The tenure of membership of the parent member will be one year.

(c) To be eligible for election as a member of the L.B.A. the parent should fulfill the following conditions:-

(i) His son / daughter should have been in the school as a boarder for a minimum of two years prior to his election and should have at least one more year of study at the school after his election.

(ii) He should not have been a defaulter in payment of school dues.

- (iii) A member of staff of the school should not be eligible for election as a Parent Member.
- (iv) The parents of students of class VI & XII are not eligible for election.
- (v) A local guardian cannot contest this election.
- (vi) The nomination form should be filled by the candidate himself.
- (vii) The parent who has been Parents' Rep in past will not be eligible to contest so as to ensure more parents to get a chance to become Parents' Representative (Approved vide Sainik School Kapurthala Noting Sheet No SSKP/462/OS/Acad dated 04 Dec 2020).

3. A draft Nomination Form is attached as Appendix – A
4. The information about the election of Parents' Representative will be displayed on the school website to invite nominations. Duly completed nomination forms from parents wishing to seek election are to reach the school office at least 07 days before the proposed election. The completed nomination form can be deposited at school personally or via courier. The nomination form can also be sent through the official email id of the school to save time at [sskapurthala@sainikschoolsociety.in](mailto:sskapurthala@sainikschoolsociety.in).

#### **Method of Selection**

5. If more than one candidate applies for the Parents' Rep, then there will be voting.
6. The parent who gets the highest votes will be considered as Parents' Rep for a term of one year.

7. A Board of Officers will be detailed to conduct the election of Parents' Representative as per draft Performa (Appendix – B).

8. Duties of the Board of Officers will be as under: -

(a) The Board will collect nominal roll of the cadets from the Main Office.

(b) Only parents/ guardians (Registered) are permitted to vote.

(c) If father, mother and guardians are present, only one person will be permitted to vote.

(d) If necessary, the Board may seek assistance by requesting the House Masters to identify the parents.

(e) The Board will prepare voting slips with the school seal and the signature of the Presiding Officer of the Board. The voting will be secret ballot. A booth will be prepared on the stage in the auditorium with the sides covered. A sealed box will be kept with lock and key.

(f) The votes will be counted by the Board in the presence of one representative of each candidate or the candidates themselves.

(g) The result will be declared in the auditorium itself immediately after counting after the approval of the Principal.

9. The Board will find out from the Accounts Section whether the candidate is a defaulter of fees. Minimum ten days time will be given to parents to apply to contest in the election of parents' rep.

10. Before the proceedings start, the parents should be apprised of the Rules & Regulations for becoming the Parents' Representative on the LBA.

11. All Academic Staff, Nursing Assistant and Hostel Supdts are to be present for the PTA meeting to apprise the parents about the general conduct, academic performance, discipline and any other vital information.
12. All class teachers should have PTM registers for the entry of parents and they will sit in front of science labs.
13. A draft school circular is placed as Appendix - B.
14. Administrative arrangements for election parents are as under: -
  - (a) The Quarter Master will provide a suitable box and material required for the conduct of the election.
  - (b) One GE will be at the disposal of the Board of Officers for any assistance.
  - (c) Cleanliness of washrooms, standby generator.
  - (d) A list of cadets on roll and stationery for the conduct of the election will be provided by the Main Office.

File No.SSKP/400/ Misc / OS  
Sainik School  
Kapurthala

01 Apr 2023

**Sd/-**  
(JBS Beg)  
Maj  
Offg Vice Principal  
For Principal

**Distribution: -**

Senior Master  
All concerned Housemasters  
All concerned individuals  
File Copy