

CONSTITUTION
&
RULES AND REGULATION
OF
PARANTS TEACHER ASSOCIATION

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THE AIMS AND OBJECTIVES OF THE ASSOCIATION

Objectives of Parent Teacher Association:

1. To revive the relationship between the parents and teachers.
2. To create healthy educational environment in colleges.
3. To arrange time to time discussions with the elder persons of the society and to incorporate their suggestions for the improvement of the educational standard in the colleges.
4. To suggest ways so that the students 'education is promoted.
5. To make a collective efforts to improve the conduct of the students and also to restrict the entry of anti-social in college campus.
6. To inform the parents /guardians about the performance of their wards for time to time, and to make arrangements for the parents to meet the concerned staff once in a quarter.
7. To arrange for teachers etc. when there is shortage of staff in the institution as a temporary measure.
8. To make the parents aware of various schemes of the Govt. in the area of education and also to give information about various activities and programmes of the department at college, district and state level.
9. To make a collective effort for the overall development of the organisation and students, by arranging at least one meeting of P.T.A executive quarterly and that of its general house once in a year, giving topmost priority to students 'welfare.

Forming the Parent Teacher Association

There will be a general body of P.T.A of which all the parents or graduations of the students studying in the college and teachers of the college will be the members:

Only two persons with technical expertise and knowhow and of integrity will be co-opted members of PTA and these will be adopted by the general house and will also be the co-opted members of executive council. This will be done in case none of the parents/guardians with such expertise in available or not willing to take up the responsibility of such nature.

The general body will hold a meeting. The students will be asked to request the parents to attend this meeting for which date and time will be notified on the notice board of the college. In addition, information can be sent through letter/card for which postage expenditure will be met out of PTA funds.

The General body meeting should be called on Sunday Gazttated holiday, Public functions, marriages and other regional appointments should be kept in mind while deciding the date of the general body meeting. The lecturers should also attend the general meeting.

The first meeting should take place under the chairmanship of the head of the institution. Once the executive council is elected, the president will head the general meeting every time. The members of PTA will enter their name with signature and the name of their wards along with class in which studying in the register.

Membership - Parents 'guardians who are good relatives of the students, but not the student of the same college, teachers and head of the institution will be the members of the association.

Membership Fees –The Membership, fee to be charged annually, is to be fixed in the general house, keeping in mind the works to be done, and the numbers of the students, if the membership fees has been collected before the general meeting, it should be got approved in the general meeting and the membership for the next session also be decided and the fixed in the general meeting.

The teachers shall also pay membership fee and become the members of the PTA. Membership fees should be taken from the students at the time of the admission and a separate printed receipt of PTA fee should be issued.

General house may authorize to executive council to exempt the poor students from paying fees and donations etc. towards PTA.

Termination of Membership:

- I. If the member fails to pay the membership fees, his membership fees, his membership will stand terminated.
- II. If any member acts against the objectives of the PTA and 1/3 members complain against him, his membership will stand terminated, but he should be given 15 minutes time to reply to the organisation.
- III. If a person is elected by the executive council and, by any chance, his ward leaves the institution, his membership will not be terminated for that particular year.

General House:

Right to vote in the general house: - Each member of the PTA is a part of general house and has the right to cast the vote for each proposal put forward. If a member fails to pay the membership fee, he will not be allowed to vote. The Chairman will have the right to cast a decisive-vote in case of tie.

Quorum of the General House: - the quorum for the meeting of the general house should be decided by itself keeping in mind the number of persons attending the general house meeting.

General House Meeting: - The General House meeting of the PTA will be held at least once in a year. If the quorum is not complete in within an hour of the scheduled time, it can be postponed and will be convened within a month. In case, the quorum on the rescheduled meeting is also incomplete within half hour of the scheduled time, members present at that time will be considered to form the quorum, but in such a case only those subject will be discussed which were on the agenda of the postponed meeting. This norm will be followed after the first general meeting and the member present at that time will form the quorum.

Right of General House: - Generally speaking, the following will be the rights of the general house:-

- i. To elect the executive council unanimously or by a majority vote.

- ii. To have deliberation on the audit report.
- iii. To discuss all those point which the executive committee places before it.
- iv. To increase the rate of membership fee and donations etc.
- v. To elect the auditors form amongst the general members for a period of one year.

Executive Council: The executive council is elected in the general house meeting by majority vote. Its term will be one year. For summer closing college it can be from April to March and winter closing college it will be March to February. In special circumstances the term can be extended by a maximum of six months.

Structure of Executive Council: The following will be the office bearer and the members of the Executive Council.

- I. Chairman Principal Of The Institution.
- II. President To be Elected amongst the parents/guardians members of PTA.
- III. Vice President Elected from members of the PTA.
- IV. Secretary Teacher/Lecturer from the institutions.
- V. Joint Secretary Elected from the parents/guardians.
- VI. Chief Advisor Elected from the parents/guardians.
- VII. Treasurer Elected from the parents/guardians.
- VIII. Members(5-7) (3 From teachers and rest from the parents/guardians). One female must be selected from the teachers.
- IX. Co-opted Members Two Technical experts of repute with no voting rights.

Election of Executive Council: The members and the office bearers of the executive council are elected by general house unanimously or by majority vote.

Function of Executive Council: The executive council will be responsible for the working of the association and can take the help of those members who have been registered during the general session of the PTA.

Filling the Vacant Posts of Executive Council : if any post fails vacant in the executive due to transfer ,resignation or any other reason, the executive council will have the right to nominating one from the registered members for the rest of the resignation of Its members for the rest the year. It will also have the right to accept or reject the resignation of the member. A member who is involved in a particular case, will not be allowed to vote for or against that particular case.

Rights of Executive Council: In simple sense, following are the power or rights of the executive council:

- I) To sanction and implement the actions to be taken for the students welfare.
- II) To prepare and present the details of the income and expenditure and the budget for the next year in the general house.
- III) To give special powers to the President, Vice President, Secretary and chairman.

- IV) To spend the money of the association for the welfare of the college.
- V) To collect fees, donations and aids etc.

Rights and Duties of the Office Bearers – In simple sense following are the powers or rights of the office bearers:

- I) The chairman will be the witness to all the proceedings of PTA.
- II) The president will be the head in all general sessions and meetings of the executive council.
- III) The vice-president will have all the rights of the president in his absence. If both are absent the members can elect anyone amongst them to preside over the meeting.
- IV) The chief advisor will be any of the senior and experienced guardians to guide and suggest the proper functioning of the PTA.
- V) Secretary will take care of all the works of PTA. He will call the meeting of the executive council by the permission of the President. He will record the proceedings in a register.
- VI) Treasurer will work according to the orders of the executive council. The Principal and Treasurer jointly will have the right to withdraw money from the account of PTA.

Meeting of the Executive Council – The meeting of the executive council should be held at least once in three months or whenever the need be. The quorum will be 2/3 of the total members of the executive council. If the quorum is incomplete, the meeting will be postponed, and can be held again within 10 days. The members present in the rescheduled meeting will form the quorum, but in such case only those subjects will be discussed which were on the agenda of the postponed meeting.

Sources of income of PTA: Membership fees, donations, grants and aids from Govt. and other organizations will be the sources of income of PTA.

Audit: The inspection of the Income and Expenditure of the association will be done annually by the auditor(s), appointed in the General House.

Non-Participation in the meeting of the PTA: If an executive member of PTA remains absent from 3 consecutive meetings without any adequate reason, the executive council has the right to terminate his membership.

Record Keeping: Every School/College must keep proper records in the form of registers, files and charts to determine how well the college is contributing to Students' Welfare and for preserving education information.