

# **Rules and Regulations**

## **1. Objectives**

1. To create and promote good relationship among members of teaching staff, students and parents/ guardians of students.
2. To create a keen interest in members for the smooth working of the college.
3. For maintaining good discipline and high academic standards.
4. To create an actively interested society around college.
5. To institute scholarships, prizes, medals etc., to benefit students showing a high proficiency in their studies.
6. To ensure improvement in the standards of infrastructural facilities.
7. To collect voluntary subscriptions, donations, gifts etc., from members, non-members and other institutions for furthering the aims and objectives of the association.

## **2. Constitution**

The Association shall have a two-tire constitution, namely, General Body and Executive Committee.

### **2.1 The General Body**

1) The General Body shall be the supreme authority of the Association. The parent/guardian of all students on rolls of the college during a year and all permanent

teachers on roll shall constitute the General Body of the Association. When a student is removed from the rolls of the College, the parent/guardian of the student shall *ipso facto* cease to be member of the General Body. When the permanent teachers are not in the roll due to retirement or such other reasons, the General Body membership of teaching staff shall *ipso facto* ceases.

2) The General Body shall hold meeting atleast once in every academic year. There shall be an annual meeting of the General Body before the end of every academic year. The meeting of the General Body shall be convened by the Secretary of the Association in consultation with the President of the Association. The meeting shall be presided over by the President. The minutes of the meeting shall be recorded by the Secretary. The audited statements of the Association shall be presented by the Treasurer in the Annual meeting of the General Body.

#### **2.1.1 Powers and responsibilities of the General Body**

1. To approve rules and regulations for the fund collections, institution of scholarships, prizes and awards to students etc. submitted by the Executive committee
2. To approve the annual report of the Association.
3. To approve the audited statements of accounts for the current year submitted by the Executive committee
4. To approve amendments of rules and regulations proposed by the Executive Committee
5. To elect office bearers of the Association for the ensuing year, in the Annual meeting.
6. To approve the budget for the ensuing year proposed by the Executive committee, in the Annual meeting.
7. To put forward suggestions for the improvement of Academic standards / infrastructural facilities and to point out shortcomings, if any, in the administration of the institution / functioning of the PTA Executive etc.

### **2.1.2 Meeting of the General Body**

The General Body shall meet at least once in every academic year. There shall be an annual meeting in every academic year. The quorum for a General Body meeting shall be 1/10 of the total number of members on the rolls. Seven days notice shall ordinarily be given for all meeting of the General Body either by direct intimation or through electronic media or by publishing such information in dailies. Non-receipt of such information by any member shall not however invalidate any of the proceedings of the General Body meeting. A special meeting of the General Body shall be convened on a written request by members of at least fifty percent of the minimum quorum or when authorized to do so by the President. Such meeting shall dispense only the specific matter for which the meeting has been convened. The rule regarding notice and quorum shall apply to such meeting also. The President and in his absence the Vice President shall preside over all meetings of the General Body. In the absence of both any member elected from among the members present shall preside. It is the responsibility of the Secretary to record minutes of the proceedings. All decisions of the General Body shall be on the basis of a majority of votes. In case of equality of votes, the President of the meeting shall have a casting vote.

## **2.2 The Executive Committee**

The administration of the Association shall vest in the Executive Committee, hereinafter referred to as the Committee which is elected/nominated for the purpose.

### **2.2.1 Constitution of the Executive Committee**

The Executive committee shall have the following constitution.

1. A President – the Principal of the institution / faculty in-charge of Principal.
2. A Vice President – a parent (not guardian) in the General Body, elected from among the parents/guardian, based on majority (first-past-post mode), in the General Body
3. A Secretary – a permanent teacher, elected from among the approved regular teaching staff on roll, on the basis of proportional representation by means of single transferable vote (preferential voting mode).

4. A Joint Secretary - a parent (not guardian) in the General Body, elected from among the parents/guardian through direct election (first-past-post mode), in the General Body
5. A Treasurer – a permanent teacher, elected from among the approved regular teaching staff on roll, on the basis of proportional representation by means of single transferable vote (preferential voting mode).
6. Not more than 4 parents (not guardian) in the General Body out of which atleast one shall be a woman, be elected as Members, from among the parents/guardian through direct election (first-past-post mode), in the General Body.

The term of office of the Committee shall be for a period of one year (academic year). It is the responsibility of the President to reconstitute the Executive Committee before the commencement of an academic year. A Committee once elected shall continue to hold office for an extended period of one month or a new committee assumes charge whichever comes earlier. No member shall hold office of the Executive committee after he/she has ceased to be the member of the General body of the Association.

### **2.2.2 Powers and responsibilities of the Executive Committee**

The Executive Committee shall have the following powers and responsibilities:

- (a) To prepare guidelines for the activities of the Association and place before the General Body for approval
- (b) To scrutinise the annual report, the audited statement of accounts for the year and budget proposed for the ensuring year, to be placed before the General Body
- (c) To prepare regulation for PTA fund collections from parents/guardians and from other sources if any and submit it before the General Body for approval

### **2.2.3 Meeting of the Executive Committee**

The Executive Committee shall meet atleast twice in a semester. A meeting of the Committee shall be held before the Annual meeting of the General Body to approve the audited statements and accounts submitted by the Treasurer and place the same in the General Body. The Committee may also meet at such other times as it may, from time to time, decide. The Secretary shall, under the direction of the President, give not less than five day's notice of the date of meeting of the Committee. Non-receipt of such information by any member shall not however invalidate any of the proceedings of the Committee meeting. Eight members, out of which three parents, shall constitute the quorum for a meeting of the Executive committee. The minutes of the meeting shall be recorded by the Secretary and shall be signed and readout by the President before ending the meeting. All decisions of the Executive committee shall be on the basis of a majority of votes. In case of equality of votes, the President of the meeting shall have a casting vote.

### **2.2.4 Duties of the office-bearers**

#### **1) The President**

The Principal of the college shall be the Ex-officio President. He/She shall have control over the affairs of the Association and shall preside over the meetings of the General Body and Executive committee. He/she shall have powers to convene meetings of the General Body and Executive committee in his/her own initiative or on the written request by members of at least fifty percent of the minimum quorum for the respective committees. He/she shall be the sole custodian of all the funds of the Association and all the connected accounts, books, receipt books, vouchers, pass books etc. He/she shall have the powers to operate the accounts of the Association along with Treasurer and incur such expenditure as may be approved by the Executive Committee. A joint account in a nationalised bank shall be opened in the names of President and Treasurer to operate the funds of the association.

He shall entrust the Treasurer to maintain proper records of all receipts and payments and such records shall be presented before the Executive Committee and the General Body. He/she shall receive the annual statement of accounts & audited statements and present before the Executive Committee and the General Body. The President can delegate his powers to Secretary or Treasurer, if he desires so, with the approval of the Executive committee.

## **2) The Vice President**

The Vice President shall be elected from among the parents (not guardians). In the absence of the President, the Vice President, shall preside over all meetings of the Association.

## **3) The Secretary**

The Secretary shall be elected from among the permanent teachers of the institution. He/she shall be the convenor of the Executive committee and the General Body of the Association. It is the responsibility of the Secretary to convene meetings of the Association with the permission of the President and record the proceedings of all meetings. He/she shall be the custodian of proceedings of all meetings. The Secretary shall finalise, in consultation with the President, the date, time, place and agenda of meetings, the budget proposals and annual report of the Association.

(d) To give advice to the Principal in all matters referred to it by the Principal/ any other concerned authority

(e) To approve audited statements and accounts submitted by the Treasurer and place before the General Body for approval

- (f) To institute scholarships, freeships, merit certificate, prizes, sponsorships etc. to benefit students showing a high proficiency in their studies
- (g) To periodically check the registers and other records of the Association and to scrutinize the statement of accounts
- (h) To bring to the notice of the Executive any matters of importance raised by the Parents, Students or Teachers for discussion.
- (i) To implement all decisions taken by the General Body

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#### **4) The Treasurer**

The Treasurer shall be elected from among the permanent teachers of the institution. It is the responsibility of the Treasurer to make all transactions through cheques and shall be issued based on vouchers recommended by the Secretary. The Treasurer shall maintain proper records of all vouchers, receipts, and payments and such records shall be presented before the Executive Committee and the General Body, if necessary. He/she shall assist the Secretary in the preparation of budget proposal for the year. He/she shall prepare the annual statement of accounts in consultation with the Secretary and President and get it audited and place it before the Executive Committee and the annual General Body. A joint account shall be opened in a nationalised bank in the names of President and Treasurer to operate the funds of the association.

### 3. General

3.1 All parents/guardian of students, who take permanent admission in a college after the final stage of centralized admission process shall be given membership in the Association by paying a membership fee of Rs.200/-. The Executive committee shall decide the amount that can be collected as PTA fund, at the time of admission, subject to a maximum of tuition fee for the entire course. The students belonging to SC/ST category shall pay Rs.100/- as the membership fee and no other amount shall be collected from students belonging to these category as PTA fund. The President shall have the power to exempt any student belonging to BPL category from remitting the PTA fund.

3.2 The Association shall have a common seal which shall be in the safe custody of the President / Secretary. Any document executed by the Association shall be signed by the President and the Secretary. The cheque books of the Association shall be signed by the President and the Treasurer.

3.3 In case of any legal proceedings before a court by or against the Association, the Association shall be represented by the President.

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3.3 In case of any legal proceedings before a court by or against the Association, the Association shall be represented by the President.

3.4 In case of dissolution of the Association at any time, all its records and funds shall be taken over by the President and disposed of in a manner to be decided by the General Body

3.5 None of the above rules shall be altered, amended or rescinded except at a meeting of the General Body at which 2/3 of the members present, record their vote in favour of the suggested changes.