

PARENT-TEACHER ASSOCIATION BYLAW

(Registered under Travancore – Cochin Literary, Scientific and Charitable Societies Act, 1955)

1. Name

The name of the Association shall be Parent-Teacher Association, Ammini of Engineering, Kannampariyaram, Mankara.

2. Address

The address of the Association shall be,
Ammini College of Engineering
Kannampariyaram, Mankara Post, Palakkad 678613

3. Location

The headquarters of the Association shall be located at Ammini of Engineering, Kannampariyaram, Mankara, Palakkad – 678613.

4. Objectives

Objectives of the Association shall be:

- a) To work for the welfare of the Students and the College and to offer constructive suggestions for the smooth and successful functioning of the College.
- b) To promote better participation of the Parents in the various programmes of the College and to establish better liaison with the teachers.

5. Membership

- a) Father or Mother of the students on the rolls of the Ammini College of Engineering shall be Members of the Association.
- b) The Principal and members of the teaching faculty of the College shall be ex-officio Members of the Association.

6. General Body

- a) The General Body of the Association shall consist of all the Members. The General Body shall meet once in a year to transact business, which requires the approval of the body, and to conduct annual elections to the Executive Committee.
- b) Extra ordinary meetings of the General Body may be convened under the following conditions.
 - i. President can convene the meeting if the situation warranted such a meeting.
 - ii. A minimum of 5 members of the Executive Committee can request for a General Body meeting under special circumstances.
- c) The General Body shall be the ultimate authority in all matters relating to the administration of the Association.
- d) The following matters shall also be dealt with by the General Body.
 - i. Review of the activities of the Association during the previous year presented by the Secretary in the annual report.

- ii. Approval of the audited accounts for the previous year. An auditor must be selected by the General Body.
- iii. Formation of programme of activities for the ensuing year.
- iv. Amendment of any provision in the bylaw for which a minimum notice of fifteen days is given.
- v. The quorum for the General Body meeting shall be 25.

7. Administrative

a) Executive Committee

- i. The Executive Committee shall consist of 11 members. The Chairman of the College shall be the Patron of the Association. Two members from the Management / Staff shall be nominated by the Chairman as Members of the Executive Committee. Principal will be the President of the Association (ex-office). 3 members shall be nominated by the Principal from among the teaching faculty. The remaining 5 members shall be elected by the General Body from the members, each one from a Branch of study.
- ii. The term of the executive council shall be one year
- iii. From among the Executive Committee members, the following office bearers shall be elected.

Vice-President	: From among Members
Secretary	: From among Faculty members
Joint Secretary	: From among Members
Treasurer	: From among Faculty members
- iv. The term of office bearers shall be one year.
- v. The Executive Committee shall meet at least once in a semester and the quorum shall be 5 for each meeting.
- vi. Special meeting of the Executive Committee may be called by the President on the written request of 5 members of the Executive Committee.
- vii. In case of emergency the President may convene the meeting at short notice.
- viii. Whenever any vacancy of a member of the Executive Committee / Office bearer occurs due to death or by resignation, Executive Committee may co-opt a member from among the members of the Association.

b) Duties of Office Bearers

- i. President:**
 President shall preside over all the meetings. In his absence Vice-President shall act. When both President and Vice-President are absent a member elected as President from the Executive Committee for that meeting will shall preside over the meeting. The president shall be the custodian of all records of the Association. All financial powers are vested with President. The president shall not keep an amount exceeding Rs. 5000/- in Cash at a time.
- ii. Secretary:**
 Secretary shall be responsible for the day- to-day activities of the Association.
- iii. Joint Secretary:**
 He shall assist the Secretary in all matters of the Association.
- iv. Treasurer:**

The treasurer shall maintain all the accounts of the Association. Funds of the Association shall be deposited in a Scheduled Bank. Treasurer shall present the audited accounts at Annual General Body meeting.

c) General

- i. The Association shall have a common seal which may be in the safe custody of the Secretary.
- ii. Any document executed by the Association shall be signed by the President and the Secretary.
- iii. The President can overrule any decision of the PTA in the interest of the College.
- iv. The President can convene departmental PTAs as and when the necessity arises.

8. Amendment to bylaw

Amendments or additions to the bylaw shall be made with three fifths majority of the members present at the Annual General Body meeting convened for that purpose.

9. Dissolving the Association

The assets and all other funds of the Association shall belong exclusively to this Association. If it becomes necessary to dissolve the Association, all assets as per schedule shall be transferred to any association functioning with the same objectives or to the Government and shall in no case be distributed among the members themselves.

Functions of the Secretary

- Arranging PTA Meetings
 - o Fixing date
 - o Fixing guests etc.
 - o Send invitation
 - o Arrange meeting
 - o Send notices to members
- PTA Annual general body Meeting
 - o Once in a year, preferably in May
 - o Annual Accounts to be presented
 - o Co-opting new members (parents, Faculty)
 - o Annual Report to be presented
- General Body Meeting
 - o Special General Body if required only
- PTA Executive Committee Meetings
 - o Every 3 months
 - o Present report for the last 3 months
- Class PTAs
 - o After every series Test
 - o Result / Performance sheet to be sent in advance
 - o No need of reports
- Preparation of Minutes
 - o Minutes of meetings
 - o Photographs of the event

- Preparation of Reports
 - o Details of Executive Committees
 - o Details of Class PTAs
 - o Exam Result
 - o Achievements by students
 - o Class strengths, Hostel Strength
 - o Major events
 - o Disciplinary issues
 - o Change of faculties

Documents to be maintained

- PTA Minutes Book
 - o Minutes of all AGM, Executive Committee Meetings and class PTAs to be written in the minute's book. Minutes book to be updated immediately after the meeting and to be signed by Principal.
- PTA File (Meetings)
 - o PTA file should contain the following documents
 - Meeting Notices
 - Meeting Reports
 - General correspondences to Parents
 - Program Notices
- PTA File (Correspondence)
 - Letters received from parents etc.
 - Replies to Parents
- Photo Album
 - Selected Photograph of all events coming under PTA
- Audited Accounts

Review

The activity of the PTA is to be reviewed once in a month on the presence of the following officers.

- Chairman
- Principal
- Director
- Dean / Professor in charge of Student Affairs

Funding

Income

Rs. 5000/- is collected from every student towards PTA fund at the time of admission (only once in 4 years).

Expense

The following expenses to be booked under the PTA Fund as there is no other collection from the students during the course towards these expenses.

- Meeting Expenses
 - o PTA AGM
 - o PTA GB
 - o PTA Executive Committee
 - o Class PTA
- Program Expenses
 - o Sports Meet / Arts Meet
 - o Annual Day
 - o Celebrations like Onam, New Year etc.
- Anti Ragging
 - o Meeting Expenses
 - o Anti ragging Campaign
 - o Anti ragging seminars etc.
- Student counselling
 - o Student counselling expenses
 - o Student induction program
 - o Seminars etc.
- Student Support
 - o Student Welfare Expenses
 - o Medical Expenses – Student

The following expenses can be met with the approval of PTA Executive Committee.

- Awards & Sponsorships
- Fee Concession & Student Support

The following capital expenses can be met with the approval of the PTA General body

- College Bus purchase
- Building for College
- Other infrastructure development

