

No: EDN-H(21)Education Code/2004
Directorate of Education
Himachal Pradesh.

From,

The Director of Education(Sec.)
Himachal Pradesh Shimla-I

To

All the Principals,
Govt. College in H.P.

Dated: Shimla-171001

19 April, 04

Subject:-

Regarding Constitution of parent teacher Association in
Educational institution.

Memo:

It is being brought to your notice that constitution of P.T.A. is necessary of better co-ordination and interaction between parents and teachers for improvement of academic standards and infra-structural facilities in the educational institution.

Therefore you are directed constitute P.T.A. in your institution/college as per following instruction inscribed in H.P. education code:-

2.33.1 Objectives of Parent Teacher Association:

1. To revive the relationship between the parents and teachers.
2. To create the healthy educational environment in colleges.
3. To arrange time to time discussions with the elder persons of the society and the 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 effort to improve the conduct of the students and also to restrict the entry of anti-social elements in college campus.
6. To inform the parents/guardians about the performance of the their wards from 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.

2.33.2 Forming the Parent Teacher Association:

There will be a general body of PTA of which all the parents or guardians of the students studying in the college and teachers of the college will be the members.

Only two persons with technical expertise and know how, 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 student 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 colleges. In addition, intimation can be sent through letters/cards for which postage expenditure will be met out of PTA funds.

The general body meeting should be called on a Sunday or a Gazetted 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 names with signature. And the names of their wards alongwith class in which studying, in the register.

Membership.— Parents guardians who are the blood 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 number 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 fee for the next session should also be decided and fixed in the general meeting.

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The teachers shall also pay the membership fees and become the members of the PTA. Membership fees should be taken from the students and the time of admission and a separate printed receipt of PTA fees 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 will stand terminated.
- (ii) If any member acts against the objectives of the PTA and 1/3 member acts against him, his membership will stand terminated, but he should be given 15 minutes time to reply to the allegations.
- (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.

2.33.3 General House:

Right to vote in the General House.— Each member of the PTA is a part of the general house and has the right to cast one 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 in the re-scheduled meeting is also incomplete within half an hour of the scheduled time, members present at that time will be considered to form the quorum, but in such a case only those subjects will be discussed which were on the agenda of the postponed meeting. This norm will be followed after the first general meeting and the members present at that time will form the quorum.

✓ *Rights 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 deliberations on the audit report.

- (iii) To discuss all those points which the executive has decided before it.
- (iv) To increase the rates of membership fee and donations etc.
- (v) To elect the auditors from amongst the general members for a period of one year.

2.33.4 Executive council:

The executive council is elected in the general house meeting by the majority a vote. Its term will be one year. For summer closing colleges 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 bearers and the members of the Executive Council:

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|------------------------|-------|---|
| (i) Chairman | | Principal of the institution. |
| (ii) President | | To be elected from amongst the parents/guardian members of PTA. |
| (iii) Vice-President | | Elected from members of the PTA. |
| (iv) Secretary ✓ | | Teacher/Lecturer from the institution. |
| (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 (1-7) ✓ | | (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 falls vacant in the executive council 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 year. It will also

have the right to accept or reject the resignation of its members. 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 powers 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 on the welfare of the college
- (v) To collect fees, donations and aids etc.

Rights and Duties of the Office Bearers.— The following are the rights and duties 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. He will have the right to cast the decisive vote in case of ties.
- (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 meeting.
- (iv) The chief advisor will be any of the senior and the experienced guardians to guide and suggest the proper functioning of the PTA.
- (v) Secretary will take care of all the works of PTA. And 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 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 a case only those subjects will be discussed which were on the agenda of the postponed meeting.

2.33.5 Sources of income of PTA.— Membership fees, donations, grants and aids from Govt. and other organizations will be the source of income of PTA.

2.33.6 Audit.— The inspection of the income and expenditure of the association will be done annually by the auditor(s), appointed in the General House.

2.33.7 Non-participation in the Meetings 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.

2.34 Record Keeping. --- Every school 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 educational information.

Copy to :

pvt. Secy. to the Director of Education.

Katoch
Joint Director of Education
Himachal Pradesh.