



# AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar P.O., Thrissur-680 555, Kerala, India.

Website : [www.amalanursingcollege.org](http://www.amalanursingcollege.org)

**FIRST CYCLE NAAC ACCREDITATION 2022**

## CRITERION 2

### TEACHING LEARNING AND EVALUATION

#### 2.6 Student Performance and Learning Outcomes

##### *2.6.4 Constitution of PTA*

*Submitted to*



**THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

# AMALA COLLEGE OF NURSING, THRISSUR

## PARENT – TEACHER ASSOCIATION

### CONSTITUTION

#### ARTICLE I: Name and Address

**Clause 1:** The name of this organization shall be Amala College of Nursing Parents Teachers Association, the name being herein abbreviated to PTA

**Clause 2:** The office of the PTA shall be located at Amala College of Nursing, Thrissur

**Clause 3:** The address of the PTA is the Parents Teacher Association, Amala College of Nursing, Amala Nagar P. O, Thrissur – 680555

#### ARTICLE II: Aims and Objectives

**Clause 4:** The aims and objectives of the PTA shall be:

- i. To inspire and sustain in the parents, active interest in the smooth functioning of the college.
- ii. To enlighten the parents through seminars, discussions etc. on matters regarding the upbringing, welfare and education of their wards.
- iii. To foster and ensure cordial relation between the parents, staff and management.
- iv. To create and sustain in members a sense of involvement in the smooth and effective functioning of the college and in the maintenance of sound discipline and high standards.
- v. To help organize student welfare schemes in the institution.

#### ARTICLE III: Constitution of PTA

**Clause 5: A. Constitution:**

Constitution herein shall mean the constitution of PTA

- i. The Director and the Joint Director/ Associate Director i/c of Amala College of Nursing shall be the patrons of PTA.



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- ii. The PTA shall have an Executive Committee of persons comprising :
  1. President
  2. Vice President
  3. Secretary
  4. Treasurer
  5. Executive Committee members (5 numbers).
  6. Ex-officio member : (with voting right) Principal.
  7. Ex-officio members: (without voting right) Finance Officer, Vice Principal and warden of boy's and girl's hostel of Amala College of Nursing, Thrissur.
  8. The patrons may attend all the meetings of the Executive Committee.
- iii. Parent shall mean father, mother or any other person who is the guardian of a student at the time of his/her enrolment in the college and whose ward is on the attendance roll of the college.
- iv. General body shall mean the members assembled at a meeting of the PTA convened and conducted as provided for in the constitution.

#### **B. Election of office bearers**

- i. The President and Vice- president shall be elected from among the parents.
- ii. The Secretary shall be elected from among the teaching faculty
- iii. The Finance Officer (AIMS) shall be Ex-officio the Treasurer of PTA
- iv. Members of the Executive Committee: 8 members (two parent representative each for every batch) to be elected from among the parents; three members of the teaching faculty to be elected by the college council.

#### **C. Tenure of office**

The Executive Committee shall hold office for a period of two years.

#### **D. Elections**

- i. Members of the Executive Committee may be elected by secret polling at a General Body in the agenda of which the election of office bearers has been included.
- ii. The election to the Executive shall ordinarily be completed in the month of October every alternate year.
- iii. All members of the Executive shall be eligible for re-election, but no elected member shall be elected to the same office for more than two consecutive terms.
- iv. Members whose membership fee or other subscriptions are in arrears shall ipso facto forfeit the right to be elected to the Executive.

- v. Election of office bearers of the PTA Executive Committee shall be from among and by the duly elected Executive Committee members.

## **ARTICLE IV: Membership of PTA**

### **Clause 6:**

#### **A. Enrolment**

1. The parents / guardian of all the students on the rolls of the college shall be members.
2. All the teachers, permanent or temporary shall be members.

#### **B. Membership fee**

Every parent shall pay a non-refundable membership fee of Rs.2000/- at the time of admission of his ward to the B.Sc. Nursing course. This fee shall be subject to revision by the General Body.

### **Clause 7: Duties of Members**

1. Members shall co-operate in the proper and effective working of the PTA under provisions of the constitution
2. Parents shall pay all special subscriptions called for by PTA General Body.
3. Parents shall visit the college as often as possible and especially in times of campus disturbances, to watch the conduct of their wards or to enquire about their progress.

### **Clause 8: Rights of Members**

1. Members shall have the right
  - (a) To attend all the General body meeting
  - (b) To vote if and when necessary
  - (c) To move resolutions subject to provisions allowed by the President
  - (d) To contest elections for the offices of the PTA as provided for in this constitution

## **ARTICLE V: Powers and Duties of the Executive Committee**

### **Clause 9:**

The Executive Committee shall have the following powers and responsibility subject to the authority of the General Body.



A handwritten signature in green ink, appearing to be "K. Anil", written over a horizontal line.

- I. The Executive Committee shall manage all affairs of the PTA and incur and meet all expenses.
- II. The Executive Committee shall meet at least once in six months or as often as necessary, and among other things, check the records and accounts of the PTA.
- III. The agenda of the General Body shall be prepared, and all official resolutions to be presented before the General Body shall be framed and passed by the Executive.
- IV. No member of the Executive shall oppose an official resolution in the General Body.
- V. The Executive shall prepare the annual report and the annual audited statement of accounts.
- VI. In addition to the regular meetings, a special meeting of the executive committee shall be convened on the requisition by a minimum of four members of the Executive committee. The principal shall also have powers to call emergency meetings of the Executive on his own initiative, or when requisitioned by the Director
- VII. The Executive shall have the authority to sanction expenditures not exceeding Rs.25000/- between two General Body
- VIII. The elected member who absents himself from three consultative meetings of the Executive Committee without valid reasons shall cease to be a member of the Executive Committee.
- IX. Whenever a vacancy arises, the Executive Committee shall have the power to fill up the same by co-option from the General Body meeting
- X. The members or office bears of the Executive Committee have no authority to represent or appear before any media or agency without the written authority or as per the directions of the General Body or as per Clause 16 below.

#### **Clause 10: Powers and Duties of Office Bearers**

##### **A. THE PRESIDENT**

- i. The president on behalf of the Executive Committee shall have control over the affairs of PTA and shall be responsible for its general administration.
- ii. He/ She shall preside over all meetings of the General Body and of the Executive Committee.
- iii. If and when necessary, he may issue guidance and instruction to the other office bearers.
- iv. He shall have the right to disallow resolutions tabled by members at Executive Committee/ General Body or to put off discussion on any resolution.

- v. The President shall have the right to disallow any resolution or proposal if he thinks that it is beyond the scope of the PTA or is detrimental to general interest of the PTA or the college.
- vi. If and when there is any tie at a voting, the President shall resolve it by casting his vote.
- vii. Between two consecutive meetings of the Executive Committee the President shall have the authority to sanction expenditures not exceeding Rs.1000/-

#### **B. VICE- PRESIDENT**

In the absence of the President, the Vice-President will have all the powers and duties of the President in PTA for the normal conduct of its business.

#### **C. THE SECRETARY**

- i. The Secretary shall keep and up-to-date register of all the members and maintain relevant registers and records of PTA. He can keep clerical assistance if and when necessary.
- ii. He shall convene the meeting of the Executive and the General Body as often as necessary in consultation with the President and Principal or when directed by Patron.
- iii. He/ She shall keep a regular record of the proceedings of all Executive and the General Body and all the activities of the PTA.
- iv. He / She shall prepare the minutes of every meeting of the Executive Committee and the general body. The same shall be presented and get passed at the next meeting.
- v. He/ She shall be responsible for all official correspondence of the PTA.
- vi. He/ She shall draw from the Treasurer all money on expenditure items, authorized by the Executive Committee or the General Body, or expenditures necessitated by any obligation as provided for in the constitution, through a demand note signed by him, and shall hand over to the Treasurer proper vouchers accounting for the utilization of money received by him.
- vii. He/ She shall make all purchases on behalf of the PTA and make all payments on its behalf.
- viii. The Secretary shall be responsible for implementing all the decisions of the Executive and of the General Body.



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- ix. He shall perform all such other functions as may be assigned to him by the Executive Committee or the General Body.
- x. The Secretary can keep cash balance not exceeding Rs.500/-.

#### **D. TREASURER**

- i. The treasurer shall be the custodian of all the properties of the PTA and shall receive all money, due to the PTA.
- ii. He shall keep accurate and up-to-date accounts of all money received and disbursed. He shall present the audited accounts to the Executive Committee as and when called for, and also present the same at the General Body.
- iii. The treasurer shall keep a list of members in default of payment, and the list shall be made available to the Secretary if it is called for.
- iv. If and when necessary, the Treasurer can avail himself of clerical assistance.

#### **ARTICLE VI: The funds of the PTA**

##### **Clause 11:**

- i. The funds of the PTA consist of membership fees, special subscriptions, donations, if any and proceedings from fund – raising programmes if organized.
- ii. All the funds of the PTA shall be deposited in a bank approved by the Executive Committee and the account shall be operated jointly by the Treasurer and President on behalf of the PTA.

#### **ARTICLE VII: General Body – Powers and Duties**

##### **Clause 12:**

- i. The General Body shall be the supreme authority concerning all matters of the PTA.
- ii. The General Body shall meet at least once a year or as often as decided by the Executive or when called by the Principal on his initiative or requisition by the Patron.
- iii. Not less than seven days previous notice shall be given to all members for commencing the meeting of the general meeting. However an emergency meeting may be convened at shorter notice of two days.
- iv. If it is so desired, a special meeting of the General Body shall be convened on a requisition in writing to the President by not less than 50 members and such a meeting shall discuss only the specific matters for which meeting has been called.

- v. In the absence of the President, the Vice-President shall preside over the meeting of the General Body.
- vi. In case of any dispute the ruling of the chair shall be final and shall be binding on all concerned.
- vii. The General Body shall receive and consider annual reports and audited statement of accounts, budget proposals for the ensuing year and also discuss resolutions recommended by the Executive Committee or allowed by the President and shall have the right to pass, amend or reject them.
- viii. Resolutions to be moved by members shall reach the Secretary or President at least three days before the General Body meeting
- ix. Only those resolutions allowed by the President shall be moved at the General Body.
- x. The General Body shall have the right
  - To revise membership fees, to call for special subscriptions as and when necessary and to raise funds by other means in order to fulfill the objectives of the PTA.
  - To discuss and evaluate the working of the Executive Committee and to give them guidance and directive for future activities.
  - To receive resignations of office bearers and approve of alternative arrangements made as provided for by the Executive
  - To sanction all expenditure exceeding Rs.25000/-
  - To amend the constitution wholly or in part as provided below

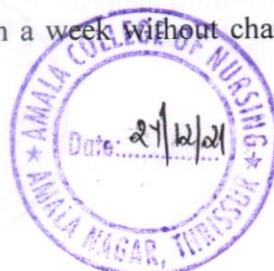
#### **ARTICLE VIII: Quorum**

##### **Clause 13: Quorum of the General Body**

- i. The quorum of the general body shall be 20% of the parent members.
- ii. However when a General Body cannot be held for reason of not having a quorum, the meeting can be reconvened within a month, without any change in the agenda and such a meeting shall be in order even without a quorum. All members shall be informed of the postponement.

##### **Clause 14: Quorum of an Executive Meeting**

- i. Six members of the Executive Committee shall constitute a quorum.
- ii. However when an Executive meeting cannot be held for reason of not having a quorum, the meeting can be reconvened within a week without change in the agenda ad such a





meeting shall be in order even without quorum. All members shall however be informed of the postponement.

- iii. Emergency meeting: The rule of quorum shall not apply to an emergency meeting of the General Body or the Executive, which is convened by the Principal or on his requisition.

#### **ARTICLE IX: Auditing**

##### **Clause 15:**

- i. The accounts of PTA shall be audited by the statutory auditors of the Institution and the report shall be submitted to the General Body on or before 30<sup>th</sup> August every year.

#### **ARTICLE X (A) General**

##### **Clause 16:**

- i. The PTA shall have a common seal, which shall be in the safe custody of the Secretary.
- ii. The President and Secretary shall sign all legal documents executed by the PTA.
- iii. In case of any legal proceedings in a court of law by or against the PTA, the President and the Secretary should represent the PTA.
- iv. If the PTA becomes defunct for more than two years all the properties and funds of the PTA including all bank deposits shall be claimed, received and disposed of by the Principal in consultation with the ex-officio members of the Executive Committee and as directed by the Managing Board of the college.

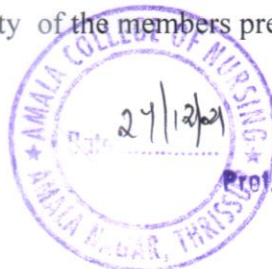
#### **ARTICLE XI: Amendments**

##### **Clause 17:**

The constitution can be abrogated and steps taken to adopt a new constitution by a resolution passed at a meeting of the General Body specially convened for the purpose with fifteen days notice to the members and with a majority of more than 150 members.

##### **Clause 18:**

Any clause or sub clause or clauses or sub-clauses can be amended by the General Body at a meeting in the agenda of which notice has been given to that effect, provided that the amendment proposed is voted for by a two-third majority of the members present and voting, provided again that this majority is not less than 100.



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