



**UNIVERSITY OF CALICUT**

**Abstract**

University of Calicut-Byelaw of Parent Teacher Association(PTA) in the University Departments-  
Decision of the Syndicate implemented-Orders issued

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**G & A - I - F**

U.O.No. 13081/2015/Admn

Dated, Calicut University.P.O, 28.12.2015

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*Read:-*1.Orders of the Registrar dated 22.07.2015 in the File No.20099/ASST-G4-  
DSFC/2013/CU.

2.Extract of the urgent item No.2015.1459 of the minutes of the meeting of the  
Syndicate held on 10.12.2015.

3.Orders of the Vice Chancellor dated 24.12.2015 in the file of even number.

**ORDER**

As per the reference cited 1 above,it has been ordered to prepare a draft PTA Guidelines for the  
University Departments on the basis of the byelaw prepared by the Directorate of Self  
Financing Courses.

As per the reference cited 2 above, it has been resolved by the Syndicate to approve the byelaw  
of Parent Teacher Association (PTA) in the University Departments and also resolved to implement  
the same with effect from 01.06.2016.

As per the reference cited 3 above,sanction has been accorded by the Hon'ble Vice Chancellor to  
implement the above decision of the Syndicate.

Hence the byelaw of Parent Teacher Association(PTA) in the University Departments  
(Appended) is implemented with effect from 01.06.2016.

Orders are issued accordingly.

Anuja Balakrishnan  
Deputy Registrar

To

PS to VC/PA to Registrar/PA to FO/PA to CE/All Heads of the Departments/All Branch  
Officers/JD, Kerala Audit Department/SF

Forwarded / By Order

Section Officer

# **BYE LAW OF PARENT TEACHER ASSOCIATION (PTA) IN UNIVERSITY DEPARTMENTS**

**(To be Implemented w.e.f. 01/06/2016)**

## **1.0 Name:**

The name of this association shall be the Parent Teacher Association

## **2.0 Office :**

The office of the association shall be located at the office of the Department.

## **3.0 Definitions**

3.1 Student: A person who has been admitted to a programme of study offered by the Department and is on the live admission register of the Department.

3.2 Parent: Parent means the father or mother of the student who is pursuing a programme of study in the Department.

3.3 Guardian: A person who is appointed as guardian as per Guardians and Wards Act, 1890.

3.4 Department: It is one of the teaching departments of the University which offers regular programme of study.

## **4.0 Objectives:**

4.1 To foster good relationship among the members of the teaching staff, students and parents/ guardians of the students of the Dept by facilitating communication and feedback among them.

4.2 To create in its members a keen interest for the smooth working and the progress of the Dept and for maintaining good discipline and high academic standards of the Dept.

4.3 To create necessary infrastructure, with the physical and financial support of parents and provide adequate amenities to the students of the Dept.

## **5.0 Membership:**

5.1 Parents/guardians : The Parents/guardians of all the students on the roll of the Dept during an academic year shall be eligible to be members of the association of that year. If a student is removed from the roll of the Dept., the parent/guardian of the student so removed from the rolls, shall immediately cease to become member of the association.

5.2 The Head of the Department and the other members of the teaching staff shall, ipso facto, be members of the association. These ex-officio members are not liable to pay any amount to the Association including membership fee.

## **6.0 Executive Committee:**

6.1 The administration of the Association shall vest in an executive committee elected for the purpose.

6.2 The Executive Committee shall be elected each year in the General Body meeting held immediately after the admission of students to the programme of study every year

*6.3 In case fresh admission could not be made in any year, the General body meeting held in the new academic year shall elect the executive committee members*

6.4 The election shall be by majority vote or consensus. Election shall be made from among the members present in the General Body meeting.

6.5 It shall consist of a President (from Parents/guardians), a Vice President (Parent/guardian, preferably a lady), a Secretary (Head of the Dept ), a Joint Secretary (a Teacher of the Dept) and a Treasurer (Parent/guardian) and not more than ten other members of which at least five shall represent the parents/guardians and the remaining members shall be elected from the teaching staff of the Dept. The Secretary and Treasurer shall jointly operate the bank account.

6.6 The term of office of the committee shall be one year from the date of election or till the election of a new committee, whichever is earlier.

Provided;

If a new committee has not been elected till the expiry of term of a committee, the committee whose term is expiring shall hold office for a further period of 30 calendar days from the date of expiry of its term. This extension of term shall be for the only purpose of conducting election to a new committee. If no new committee is elected even after the extended period of 30 days, the committee shall be dissolved automatically and the office bearers shall hand over all the documents and assets of the Association, if any, in their custody to the HOD of the dept. concerned.

6.7 Any member elected to the Executive Committee will lose his membership if he/she fails to attend any three consecutive meetings of the Executive Committee properly convened ( after service notice to each member as per the rules of serving notice).

6.8 The notice of the meeting of the Executive Committee should be served at least five days in advance by letter/email/ SMS / mobile phone call.

6.9 Emergency meeting of the Executive Committee can be convened on short notice of 24 hours if there is sufficient reason for holding such emergency meeting.

6.10 The quorum of the Executive Committee shall be half the total number of members of the executive committee at any time, but at least half of them shall be parents (in case of fraction, it should be raised to the next number, that is if there are 13 members, half is 6.5, so the quorum shall be seven members of whom 4 shall be parents).

6.11 The President shall preside over all Committee meetings and in his absence, Vice President shall do it. In case the Vice President also is absent, the members of the Committee present shall nominate one from among the parents/guardians to be the President of the meeting

6.12 All decisions shall be by majority of votes. In case of equality of votes, the President of the meeting shall have a casting vote.

## **7.0 Powers of the General Body**

7.1 To elect the executive committee each year

7.2 To elect the auditors of the Association in the first General Body meeting in any academic year

7.3 To consider and approve secretary's report, audited accounts, budget for the next financial year, report on the PTA activities etc.

7.4 To take any decision to spend the PTA fund for the welfare of the student community of the Dept, subject to the provisions of Bylaws.

7.5 To take any action or authorise the Secretary or any member to carry out any action which is required to meet the objectives of the Association.

7.6 To amend the bylaws by a special resolution in a properly convened meeting of the General Body. The notice of amendment shall be sent to all the members at least one week ahead of the meeting. The notice shall specify the exact clause to be amended and the way it is proposed to be amended. Any such amendment shall come into effect only after it is approved by the University.

## **8.0 Powers and responsibilities of the Executive Committee:**

Subject to the approval of the General Body of the Association, the Committee shall have the following powers:

8.1 To manage all the day to day affairs of the Association, to incur and meet necessary expenditure and do all such acts as are not inconsistent with these rules.

8.2.To hold meetings of the Committee at least twice in a year, and as many times as is deemed necessary.

8.3.To periodically check the registers and other records of the Association and to scrutinize the statement of accounts.

8.4.To scrutinise the annual report, the audited statement of accounts for the year and budget proposed for the ensuing year to be placed before the General Body. .

8.5.To implement all the decisions taken by the General Body.

8.6.To fill up any casual vacancy in the Committee by co-option, and to form sub-committees for specific purposes.

8.7.To incur any expenditure as per the rules contained herein not exceeding Rs.10,000 on its own decision or if it exceeds Rs.10,000 with the prior approval of the General Body and the University.

8.8.To form sub committees to carry out any task to achieve the objectives of the Association and to supervise the working of such sub committees so formed.

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

### **9.1.President**

9.1.1 One of the parents shall be elected as the President of the Association

9.1.2 He/ She shall preside over the meeting of the Executive Committee, General Body and any committee of the Association.

9.1.3 He/ She shall have powers to convene meetings of the Committee and of the General Body Meeting either in his own initiative *or* on the written requisition of at least half the members in the case of the Committee, and one third of the members in the case of the General Body. He shall consult with the Secretary for convening such meetings

9.1.4 *He has a casting vote in case of tie in any voting.*

### **9.2 Vice President:**

9.2.1 He/ She shall be elected from among the parents/guardians

9.2.2 In the absence of the President, the Vice President shall perform all the duties of the President

### **9.3 Secretary**

9.3.1 The Head of the Department shall be the ex-officio Secretary of the Association

9.3.2 He/ She shall be the custodian of all the funds of the Association and all the connected account books, receipt books, vouchers, pass book etc.

9.3.3 He/ She shall have powers to operate the bank account(s) of the Association jointly with the Treasurer (a nationalised, scheduled or cooperative bank) and to incur such expenditure as may be approved by the Executive Committee or General Body.

9.3.4 He / She shall maintain proper records of all receipts and payments and such records shall be presented before the Committee at its meetings

9.3.5 He/ She shall get the annual statement of accounts prepared jointly with the Treasurer and audited statements shall be placed before the Committee and the General Body.

9.3.6 To enroll members

9.3.7 To maintain proper registers and records, to keep in safe custody all official papers of the Association and to attend to the day-to-day correspondence of the Association

9.3.8 To convene meetings of the Committee or of the General Body when authorised to do so by the President

9.3.9 To keep a current record of the proceedings of all Committee and General Body meetings

9.3.10 To perform all other functions as may be assigned to him/her from time to time by the President or by the Committee.

9.3.11 To make payment on behalf of the Association as is required to carry out the decisions of the Executive Committee or General Body.

9.3.12 The Secretary is responsible for abiding by the bylaws of the Association and he/she shall ensure that the provisions in the bylaws are strictly adhered by the Association.

### **9.4 Joint Secretary**

The General Body shall elect one of the teachers of Department as Joint Secretary:

9.4.1 The Joint Secretary shall assist the Secretary in managing the affairs of the Association

9.4.2 The joint Secretary shall carry out all the duties assigned to him/her by the Secretary

9.4.3 In the absence of the Secretary, Joint Secretary shall discharge the duties of the Secretary.

## **9.5 Treasurer**

9.5.1 The General Body shall elect one of the parents/guardians as the Treasurer of the Association. He/ She shall have the following powers:

9.5.2 To collect the funds of the Association

9.5.3 To operate the accounts of the Association jointly with the Secretary

9.5.4 To incur such expenditure as may be approved by the Committee

9.5.5 To perform all other functions as may be assigned to him/her from time to time by the President or Secretary or the Committee

9.5.6 To incur such expenditure as may become necessary, jointly with the Secretary with the consent of the President.

## **10.0 General Body**

1. Parents/guardians of all the students, who are undergoing their studies in an academic year at the Dept shall be the members in the General Body.

2. The General Body shall be the supreme authority concerning all matters of the Association.

3. The General Body shall be convened at least once in a year (academic year). The first meeting shall be held in the first month in which the classes for the fresh batch commence. If needed, General Body meeting can be convened as and when needed after serving proper notice

4. The notice of General Body meeting shall be served at least seven days in advance

5. The notice shall be served by letter/ email/ SMS/ cell phone call. Non receipt of such information by any member shall not however invalidate any of the proceedings of the General Body meeting.

6. The business to be transacted at the General Body meeting shall include the following

a. To receive the annual report regarding the activities of the Association for the year

b. To examine the audited statement of accounts of the Association for the year.

c. To approve the budget proposals for the ensuing year

d.To consider any amendment to the bylaws, but such amendments shall have effect only after it is approved by the University.

e.To elect office-bearers for the ensuing year.

7. The quorum for a General Body meeting shall be 25 or 1/3 of the total number of members on the rolls whichever is less, but at least 60% of such numbers should be parents. If there is no quorum at any meeting of the General Body, the meeting shall be adjourned and another meeting is to be convened with proper notice to each member. At the adjourned meeting, the business can be transacted even if the required quorum is not met.

8. A special meeting of the General Body shall be convened at the written requisition of at least one fourth of the total members 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 meetings also.

9.The President or 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.

10.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.

## **11.PTA Fund and its Utilization**

Since P.T.A Fund is collected from the parents as a common fund, it shall be used only for the development of DEPT and for the welfare of the students.

1.The membership fee, collected annually, shall be paid by the parents at the time of admission or in the first month of each academic year.

2.If there is a special academic programme in any academic year and if there is no sufficient fund with the PTA to meet the same, special collection from parents can be made with the prior approval of the General Body and the University. But it shall not be made compulsory and on account of non-remittance of this additional amount, no student shall be denied admission.

3.PTA membership fee or any other collection in the name of the PTA at the time of admission *or* on a later date during the academic year shall be fixed by the General Body at a minimum of Rs.500/- (Rupees five hundred only) and a maximum of Rs.2000- (Rupees two thousand only).

4. *The minimum and maximum amounts that can be collected from each parent shall be fixed and changed by the University from time to time.*
5. The fund so collected should be remitted to the PTA Account maintained with a bank, within two working *days of collection*
6. All payments from PTA account shall be by cheque, except for petty payments.
7. Proper receipt, with seal of the Association, shall be issued by the Treasurer / Secretary with his/her full signature for any kind of collection on behalf of PTA.
8. PTA Cash Book, Ledger, Minutes Book, Stock Register etc. shall be prepared by the Secretary with the help of Treasurer and shall be kept under safe custody in the office of the Dept
9. As per the decision of the Executive Committee, the Fund of PTA shall be handled jointly by the Treasurer and Secretary in consultation with the President
10. Amount of cash on hand should not exceed Rs.1000 (Rupees one thousand only).
11. But in an emergency Secretary can withdraw from the bank account and handle up to Rs.5,000 (Rupees three thousand only) with the written permission of the PTA President.
12. For any expenditure exceeding *Rs.500/-* but not exceeding *Rs.10,000/-*, the Secretary shall get prior permission of the Executive Committee and for more than *Rs.10,000* prior permission from the General Body and the University shall be obtained.
13. The Association shall open a Savings Bank Account with the SBT/SBI wherever possible or any scheduled bank in the absence of SBT or SBI for all banking transactions
14. Subject to the approval of the Executive Committee, the PTA fund can be utilised for the following:
  - a. To purchase Registers, Office Stationery, Dept Diary, Identity Cards, computer and computer accessories (including laptops and Tabs), Electrical goods, Sports goods, First aid materials, Toilet cleaning items, Sanitary items, Pipe fittings for Drinking Water facilities, Drinking water, Furniture items, LCD/DLP projectors or any such projection or display systems etc.
  - b. To subscribe to Newspapers /Periodicals/ online journals
  - c. To repair any asset of the Dept. such as doors, windows of class rooms, computers and computer accessories etc. which are used by the students
  - d. To construct building, toilets, play ground etc for the Dept

- e.To meet any other expenditure arising from the decision of the Executive Committee or General Body for the Development of the Dept .
- f.To conduct any event such as Seminar, workshop, Quiz programme, Sports, Career Guidance Activities, placement activities, study tour of students etc.
- g.To meet hospitality charges during the visit of officials from Statutory Bodies like UGC, AICTE, or University etc.
- h.To purchase books for the use of students of the Dept, but the amount of such spending in any financial year shall not exceed 25% of the funds collected in that financial year.
- i.The PTA Fund should not be used for paying TA/DA to the Head/teachers of the Dept or for examination work etc. which is official and payment is made from University Fund.
- j.No collection from the students, apart from that fixed by the PTA subject to the limit approved by the University, shall be made.
- k.The accounts of the PTA including proper vouchers for each expenditure incurred should be maintained in the office and made available for audit and inspection by members of the Executive Committee and University officials at any time of the year, if necessary.
- l.The General Body will elect an auditor for auditing the accounts of the PTA of each financial year and the accounts should be audited by that elected person. The person should have knowledge of accounting and auditing procedure.
- m.The amount so collected shall be spent prudently and for the benefit of the students. If the amount of expenditure involved in any single transaction is not exceeding Rs.10,000, the Executive Committee is empowered to incur the expenditure. If the expenditure exceeds Rs.10,000, a General Body meeting has to be convened and the proposed expenditure should be approved by the General Body meeting before proceeding any further with such expenditure.
- n.For proposals of expenditure exceeding Rs.10,000, the prior approval of the University is required for making payment of such expenditure, after the general body resolves favourably towards incurring that expenditure.
- o.The PTA fund should not be used for air-conditioning of office or room of the Head or teachers of the Dept or of any non-teaching staff.
- p.The accounts should be presented to the General Body on or before August 15 every year for its consideration and approval.

q.The Treasurer of the Association shall be responsible for preparing and presenting such annual accounts and for presenting such accounts in the General Body meeting.

r.The Secretary of the PTA shall submit a copy of such audited annual accounts duly approved by the General Body of the PTA to the University within a month of holding such General Body meeting after the closure of financial year.

## **12.General**

1.The Association shall have a common seal which shall be in the safe custody of the Secretary,

2.Any document executed by the Association shall be signed by the President and Secretary.

## **13.Dissolution**

1.If the General Body resolves to dissolve the association by three fourth majority, the dissolution can be effected by transferring the assets, after paying off the liabilities, if any, to the University.

2.Cash or bank balances should be remitted to the Calicut University Fund.

3.The other assets should be transferred to the University with proper University Order and entry in the registers maintained.