

Established: June 1992

Sahajvan Shikshan Prasarak Mandat (Tebu) Sanchalit



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Policy No.14

POLICY ON THE FUNCTIONING OF PARENT-TEACHER ASSOCIATION

1.	Policy Title:	Policy on the functioning of Parent-Teacher Association (PTA)
2.	Administrative Policy Number (APN):	(Suggested By IQAC)
3.	Brief Description of the Policy	<ul style="list-style-type: none">• This is a formal Association composed of parents and teachers.• It is intended to facilitate parents' participation in the institution's activities.• The Association aims at the welfare of students and provides support for enhancing the quality of the teaching learning process, student support and infrastructural development.
4.	Drafting	Principal/IQAC
5.	Policy Applies to	Students, Parents, Teachers and Management
6.	Effective from the Date	20/06/2019



7.	Approved by	Management and College Council
8.	Responsible Authority	The Secretary PTA
9.	Superseding Authority	Principal
10.	Last Reviewed/ Updated	New policy prepared
11.	Objectives of the policy	<ul style="list-style-type: none"> • Proper monitoring of teaching-learning and evaluation. • Student support and progression. • Improvement of learning resources and development infrastructural facilities.
12.	References for the policy	<ol style="list-style-type: none"> 1. Affiliating University Guideline 2. State Govt. Guidelines 3. UGC Guidelines

Policy and Procedure for Parent Teacher Association (PTA)

Introduction

The association aims at the welfare of students and provides support for enhancing the quality of the teaching-learning process, student support and progression and the improvement of learning resources and development infrastructural facilities.

Purpose

The aims and objectives of the PTA:

- To foster and promote good relationship among the members of the teaching staff, students and parents/guardians of the students.
- To create in its members, an awareness of the importance of creating an academic culture conducive.



- To the promotion of quality education, personality development of the students and maintaining good discipline, peace and harmony.
- To institute scholarships, prizes, medals etc. to encourage and reward student performance.
- To provide the students with necessary amenities and support and to monitor their progress as good students.

Policy

- The PTA of college will be a forum for the promotion of the good communication between teachers and parents of students for the betterment of the institution.

Process flow

PTA Executive Committee (comprised of 13 members)

(a) The administration of the Association will be controlled by an Executive Committee, hereinafter referred to as the Executive Committee, elected for the purpose.

(b) The committee shall consist of:

(i) A President

(ii) A Vice President

(iii) A Secretary elected from among the members of the Teaching Staff.

(iv) The Vice President will be elected from the Parent- Representatives.

(v) Members from parents.

(vi) 5 members HOD's of college.

(c) The term of office of the Committee shall be for a period of two year.

Membership



- (a) The parents/guardians of all the students on the rolls of the College during an academic year shall be the members of the Association.
- (b) When a student is removed from the rolls of the college, the parent/guardian of the student shall ipso facto cease to be a member of the Association.
- (c) The Principal and the other members of the teaching staff shall ipso facto be member of the Association.

Duties of the office bearers

1. President

The President shall have control over all the affairs of the Association and shall preside over all Committee meetings and the meetings of the General Body.

2. Vice President

In the absence of the President, the Vice-President shall chair the meeting and perform the duties of the President.

3. The Secretary

He/she shall have the following duties:

- a) To enroll members.
- b) To maintain the registers and records, to keep in safe custody of all official papers of the Association.
- c) To keep a correct record of the proceedings of all Committee and General Body meetings.

Executive Committee meetings

- (a) The quorum for a meeting of the Committee shall be six.
- (b) The President shall preside over all Committee meetings and in his absence the Vice President In case the Vice President is also the absent, the members of



the Committee present shall nominate one from among them to be the President of the meetings.

(c) Three days' notice shall ordinarily be given for all committee meetings.

(d) Special meetings of the committee may be convened by the President at the written request of at least 5 members of the committee.

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

Reviewing the Plans

The last meeting of the PTA Executive Committee and PTA Representative Council in an academic year will review the yearly programs and policies, and address the complaints and bring about corrective and preventive actions.

Records

- PTA minutes and attendance registers.
- Class PTA minutes and attendance registers in each Department.

Other documents

- List of students
- Class wise list of parents/guardians with mobile numbers and email IDs.
- Event Register


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Principal
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