



KMCT
DENTAL COLLEGE

TO WHOM SO EVER IT MAY CONCERN

This is to certify that the information in the attached document is verified by me and is true to the best of my knowledge.




Principal

DR. TANOJ KUMAR P.
Principal
KMCT Dental College
Manassery, Mukkam

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INNOVATION AND
ENTREPRENEURSHIP
DEVELOPMENT CENTRE





KMCT DENTAL COLLEGE

NAME OF THE POLICY/GUIDELINES	POLICY FOR PARENT TEACHER'S ASSOCIATION
Short Description	Policy and guidelines to foster and promote cordial relationship among the parents, teachers and students of the college.
Scope	To propose amendments to any of the existing rules, for smooth functioning of the Association, if so needed such proposals shall be placed before the Managemet for Consideration.
Polycystatus	Original
DateofapprovalofOriginalPolicy	26-05-2022
Revision No.	Nil
ApprovalAuthority	Board of management
Responsibleofficer	PTA President

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KMCT
DENTAL COLLEGE

PTA EXECUTIVE MEMBERS



PRESIDENT
Dr. MANOJ KUMAR KP



SECRETARY
DR. SHEEJITH M



JOINT SECRETARY
DR. MAYEESH RADHAKRISHNA



STAFF INCHARGE
DR. ASIF ISMAIL



TREASURER
DR. MANOJ VENGAL



DR. RANJITH (ACADEMIC CO ORDINATOR)

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**CONSTITUTION OF PARENT TEACHER
ASSOCIATION 2022 –2023**

SL No	NAME	DESIGNATION
1	DR. MANOJ KUMAR KP	PRESIDENT
2	Mr. RIYAS M	VICE PRESIDENT
3	DR. SHEEJITH M	SECRETARY
4	DR. MAYEESH RADHAKRISHNA	JOINT SECRETARY
5	DR. MANOJ VENGAL	TREASURER
6	DR. RANJITH M	MEMBER
7	DR. ASIF ISMAIL	MEMBER – STAFF IN CHARGE
8	DR. ATIC THOMAS	MEMBER
9	DR. MAKAL MADHAV	MEMBER (NSS PROGRAM OFFICER)
10	Mr. BENOY M K	MEMBER
11	Mr. SUNIL M ANTONY	MEMBER
12	Mr. SURESH	MEMBER

DR. MANOJ KUMAR. K.P
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POLICY AND GUIDELINES

The name of this Association shall be "The Parent-Teacher Association" of the KMCT Dental College

The office of the Association shall be located in the campus of the KMCT Dental College

ASSOCIATION: Parent Teacher Association of the KMCT Dental College

PARENT: The father or mother of a student on rolls in the College.

TEACHER : A Member of the teaching staff of the College

STUDENT: A student whose name is on the rolls of the College

COMMITTEE: Duly elected Executive Committee of the Association.

AIMS AND OBJECTIVES

- To foster and promote good understanding and co-operation between members of the teaching staff, students and guardians of the students of the college.
- To inculcate in the members a keen interest in the working and progress of the college
- To plan and execute such measures as will enable members to take an active and useful part in the development ,Improvement and welfare of the college.
- To induce all parents of the students of the college to effectively and actively co-operate with the college authorities in maintaining good disciplines and high standards among the students:
- To define suitable ways and means with a view to prevent students unrest and to assist and co-operate with the college authorities in running the college smoothly during times of stress if any.

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- f. To take suitable action regarding, and make representations to the Government and other concerned authorities on matters relating to addition of accommodation introduction of new courses, improvement of hostel facilities and such other matters concerning the general progress of the college.
- g. To institute scholarships, prizes etc to encourage students in matters of studies and other healthy activities consistent with the rules of the college.

MEMBERSHIP:

A. The guardians of all the under-graduate and post-graduate students and house surgeons/interns of the college during any year are eligible to be the members of the Association during that year and the members shall form the general body of the Association.

B. The guardians of the students of the college shall be required to fill in a membership form and this shall be done at the time of admission of his ward to a course of study in the college or at any other time. It is mandatory to become member of PTA

C. All the parent/guardian shall be a member of the association and when a student leaves the college his guardian if so fact ceases to be a member.

D. All parents/guardian on admission as member shall pay a membership fee to the Association. The College Council shall have the power to fix the fees from time to time. This subscription shall not be refunded. If the parent/guardian has more than one ward admitted to the College, need to pay only one subscription.

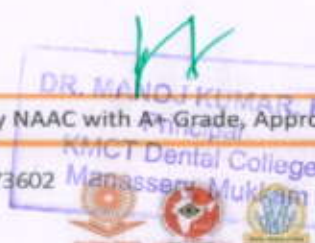
E. The principal and all members of the teaching staff of the college shall be the members of the Association/Administration

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1. **PRESIDENT**—Principal

2. **VICE PRESIDENT**—Elected from Parent member

3. **SECRETARY**-Elected from among the teacher members

4. **JOINT SECRETARY**-Elected from among the teacher members

5. **TREASURER**-Elected from among the teacher members)

6. **REPRESENTATIVES-** 7 members of which **four** shall be from teaching faculty

7. ONE staff member shall be the **STAFF INCHARGE** of the PTA

A Committee once elected shall continue to hold office till the end of the calendar year or a newly elected Committee assumes charge, which ever is later.

ADMINISTRATION:

I. The administration of the Association shall be vested in an executive committee elected for the purpose.

II. The executive committee shall consist of (i) a president (ii) a vice-president (iii) a secretary (iv) a joint secretary and (v) a treasurer and (vi) not more than eight members. The President shall be the principal and Vice-president should be elected from the parents and secretary, joint secretary and treasurer should be elected from the teachers. Eight executive committee members six and two each from the parents and teachers – constituencies respectively should be elected. In addition to these the Programme Office of National Service Scheme.

III. The term of office of the committee shall be one year(The year for this purpose shall be from first January to 31st December).

IV. The committee for an year shall be elected in the month of **December**.



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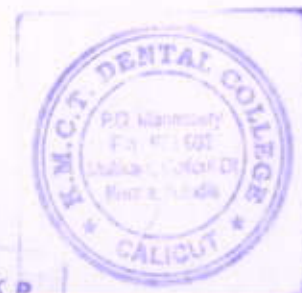




- V. Not withdrawing anything contained in the above position the committee shall continue to hold office till a new committee is elected and assume charge. However this period so extended shall not be more than 6 months unless there are special reasons.

Powers and responsibilities of the Committee

- a) To plan and implement various activities of the Association.
- b) To incur necessary expenses
- c) To maintain the funds of the Association received by way of membership fee or through any grant/donation/gift to the Association from other sources. Such funds shall be deposited in a separate account maintained in a nationalized/scheduled/State/DistrictCo-operative Bank decided by the elected committee.
- d) To enroll members of the Association.
- e) To convene meeting of the Committee atleast twice in a year and when found necessary.
- f) To scrutinize the annual report and the audited statement of accounts of the previous year and place the same before the General Body, for final approval.
- g) To scrutinize the budget for the ensuing year and place the same before the General Body, for final approval.
- h) To implement various decisions taken by the General Body.
- i) To propose amendments to any of the existing rules, for smooth functioning of the Association, if so needed such proposals shall be placed before the management for Consideration.



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Principal

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- j) To form sub-committees for specific purposes and review the reports of such committees.

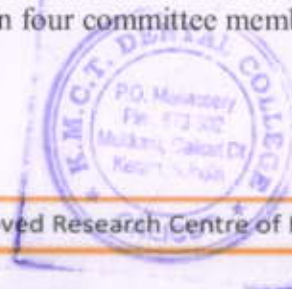
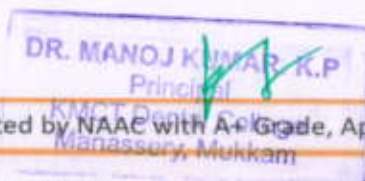
Committee Meeting

- a) The quorum for a meeting of the Committee shall be 1/5 of the total members of the executive committee of which two shall be parent members.
- b) The President shall chair all Committee meetings and in his absence ,the Vice- President. In case the Vice-President is also absent, the members of the Committee present shall nominate one among them to be the Chairman of the meeting.
- 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 atleast 1/3rd members of the Committee ,specifying the purpose.
- e) All decisions shall be on a simple majority of votes. In case of equal votes ,the chairman of the meeting shall have a casting vote.
- f) A member who fails to attend three consecutive meetings of the Committee shall cease to be a member of the Committee. However the Committee may condone such absence and restore his/her membership.

DUTIES AND RESPONSIBILITIES OF THE OFFICE BEARERS

PRESIDENT

- i) Shall have general control over the affairs of the Association
- (ii) Shall preside over the meetings of the Executive committee and of the General Body of the Association.
- (iii) Shall have the power to convene special meetings of the executive committee either on his own initiative or on the written requisition of not less than four committee members.



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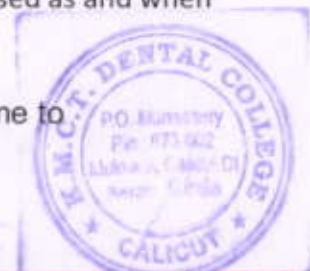


VICE-PRESIDENT

In the absence of the President the Vice President shall perform the duties of the president.

THE SECRETARY

- (i) Shall receive all applications for membership of the association and produce them for the consideration of the Executive Committee.
- (ii) Shall maintain proper registers and records of the Association and keep in his custody of all official papers of the Association and attend to all correspondence on behalf of the Association.
- (iii) Shall convene regular meeting of the Executive Committee and the General Body as may be required by these rules.
- (iv) Shall keep a minute book where in the proceedings of the Executive Committee and of the General Body shall be recorded.
- (v) Shall supervise the collections of other contribution to the Association and account to the Treasurer such of the collections are made by or through him.
- (vi) Shall have power to incur such items of contingent expenditures as may be deemed necessary by the committee for the performance of its duties for which shall be provided with a permanent fund to be fixed by the Executive Committee and to render an account of the expenditure incurred, supported by proper vouchers, to the Treasures and get himself re-imbursed as and when necessary
- (vii) Shall perform all functions assigned to him from time to time by the Executive Committee or by the president.



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d. THE JOINT SECRETARY:

In the absence of the secretary the Joint Secretary shall perform the duties of the Secretary.

e. THE TREASURER:

The staff in charge along with the treasurer shall be the sole custodian of all the cash and valuables and the connected account books, receipt books, vouchers, pass books etc of the Association.

(ii) Shall jointly operate with secretary and the **staff in charge** the current, savings bank and other accounts such as time deposits, fixed deposits etc. that may be opened in such bank or banks as may be approved by the Executive Committee

(iii) Shall maintain proper records and book of the account in respect of all payments and receipts on behalf of the Association and produce them for the approval of the Executive Committee at its ordinary meetings.

(iv) Shall get the annual accounts audited and place the audited accounts before the executive committee and the General Body

(v) Shall have such other functions as may be entrusted to him the Executive Committee from time to time.

(iv) The cash in hand with the Treasurer shall not exceed the amount fixed by the

Executive Committee from time to time. The balance shall be remitted in the Bank on the next working day of the Bank

All members of the Association as per clause (5) above shall antithetically be the members of the General Body. The General Body shall be the supreme authority concerning all matters of the Association.

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INSTITUTION'S
HUMANITIES
COUNCIL



II. Elect Executive Committee members from the respective constituencies.

The returning officer for conducting elections shall be appointed from the members by the Executive Committee.

III. Consider any other business brought before it by the Executive Committee or members

- Clear fifteen days notice shall ordinarily be given to the members for a meeting of the General Body. But emergent meeting may be called at shorter notice
- If within the 30 minutes of the time fixed for the standing of a meeting, no quorum is formed, the meeting shall stand postponed to the same day and time of the next week. No quorum shall be necessary for such an adjourned meeting. But if the meeting is special one called on the requisition of members it shall be dissolved in case of such absence of a quorum
- A special meeting of the General Body shall be summoned on written requisition for such a meeting by at least one eighth of the total member



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MEETING OF THE EXECUTIVE COMMITTEE:

- a. The quorum for a meeting of the Executive shall be eight.
- b. The president shall preside over the meetings and in his absence the vice president. If the Vice-president is also absent, any member of the committee present at the time shall be elected to preside over and function as the president of the meeting.
- c. The decisions by a majority of votes shall prevail in disposing off matters considered at the meetings and in the case of equality of votes the chairman of the meeting shall have a casting vote.
- d. If a member un avails without valid reason for three consecutive meetings of the executive committee his membership will be ceased to exist and the vacancy will be filled up from among the members by nomination for the remaining terms of the committee

GENERAL BODY AND ITS MEETINGS:

- The General Body shall be the supreme authority concerning all affairs of the Association.
- The quorum of every meeting of the General Body shall be 20 or 1/5 of the total number of members whichever is less

The General Body shall:

- i. Receive from the Executive Committee a report on the working of the Association and the audited accounts for the proceeding year and after discussion, adopt or modify the report and accounts as it may deem fit and proper

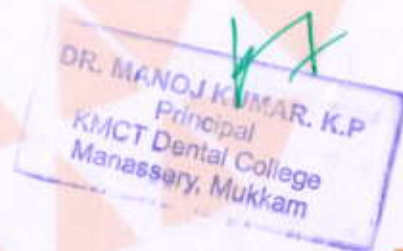
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GENERAL

- a. The members of the Executive Committee shall work on an honorary basis.
- b. The Association shall have all office equipments as are ordinarily necessary for running it. The Association shall have a seal and it shall be in the safe custody of the Secretary.
- c. All documents executed by the Association shall be signed by the President, the Secretary and the Treasurer of the Executive Committee and bear the seal of the Association.
- d. In case of legal proceedings before a court by or against the Association, the Association shall be represented by the President. In case of dissolution of the Association at anytime, all properties of the Association shall be taken over by the Principal and disposed off as decided by the General Body meeting called for the dissolution or by the college council in case such meeting could not be summoned.



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