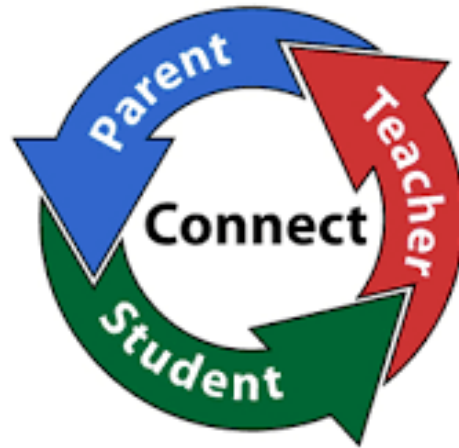


# **KOTTAKKAL FAROOK**

## **ARTS & SCIENCE COLLEGE**

PARAPPUR P.O., KOTTAKKAL, MALAPPURAM DISTRICT, KERALA, 676503



### **POLICY & REGULATIONS**

## **PARENT TEACHER ASSOCIATION**

## **. Name and Establishment**

- The association shall be called the Parent-Teacher Association (PTA) of Kottakkal Farook Arts and Science College.
- Established shortly after the college's inception, the PTA aims to foster positive relationships among faculty, students, and parents.

## **2. Objectives**

- Promote positive relationships among teachers, students, staff, parents, and guardians.
- Support the smooth functioning of the college to maintain high academic standards.
- Assist in instituting scholarships, medals, and prizes for students.
- Ensure good infrastructural facilities in the college.

## **3. Membership**

- All faculty members, parents, and guardians of the students of the college are members of the PTA.

## **4. Structure of the PTA**

- **General Body:** Includes all faculty members and parents or guardians. Meets annually.
- **General Executive Committee:** Comprises elected members from the General Body. Meets periodically.
- **Class PTA:** Meets after examinations to discuss and transact business.

## **5. General Body Responsibilities**

- Approve rules and regulations for fund collections, and institution of scholarships, prizes, and awards.
- Approve the annual report of the association.
- Approve audited statements of accounts.
- Approve amendments to rules and regulations.
- Elect office bearers during the annual meeting.
- Approve the budget for the ensuing year.
- Suggest improvements for academic standards and infrastructural facilities.

## **6. Administrative Structure**

- **President:** The Principal or the faculty in charge of the Principal.
- **Vice-President:** A parent elected from the General Body.
- **Secretary:** A permanent teacher elected from among the regular teaching staff.
- **Joint Secretary:** A parent elected from the General Body.
- **Treasurer:** A permanent teacher elected from among the regular teaching staff.
- **Parents:** Not more than four parents elected from the General Body, with at least one being a woman.
- **Teachers:** Not more than four teachers, with at least one being a woman.

## **7. Powers and Responsibilities of the Class PTA**

- Facilitate regular communication between parents and teachers.
- Convene meetings after examinations to discuss student performance.
- Organize and support class-specific events.

- Address individual student concerns.
- Act as a communication channel between parents, teachers, and the General Executive Committee.
- Mobilize resources for class-specific needs.
- Collect and analyze feedback for improvement.
- Mediate conflicts and handle grievances.

## **8. Activities Supported by the PTA**

- Scholarships and financial assistance.
- Curricular support such as induction programs, seminars, and workshops.
- Co-curricular and extracurricular activities.
- Women empowerment programs.
- Infrastructure development.
- Student welfare and support.
- Community engagement.
- Professional development for staff.
- Special programs and events.
- Health and wellness initiatives.

## **9. Meetings**

- The General Body shall meet annually.
- The Executive Committee shall meet periodically as required.
- Class PTA meetings shall be held after each examination.

## **10. Amendments**

- Amendments to this policy shall be proposed by the Executive Committee and approved by the General Body during the annual meeting.