

**THE COCHIN UNIVERSITY P.T.A.  
BYE-LAWS**



**COCHIN UNIVERSITY OF  
SCIENCE AND TECHNOLOGY**  
KOCHI - 682 022, INDIA

**CONSTITUTION OF THE PARENT TEACHER  
ASSOCIATION IN THE INSTITUTIONS /  
DEPARTMENTS/SCHOOLS UNDER THE  
COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**1. Name**

The name of this Association shall be "**The Parent-Teacher Association of the Institution/Department/Schools.**"

**2. Office**

The office of the Association shall be located in the campus of the Institution/Departments/Schools.

**3. Definitions**

i) **Association** : Parent Teacher Association of Institution/ Departments/Schools.

ii) **College** : Name of the College under the University.

iii) **Department** : Name of the Schools under the University.

iv) **Parent** : The father or mother of a student on rolls in the College/ Department/Schools.

v) **Teacher** : A Member of the teaching staff of the College/ Department/Schools under the University.

vi) **Student** : A student whose name is on the rolls of the College/ Department/Schools.

vii) **Committee** : Duly elected Executive Committee of the Association.

**4. Aims and Objectives**

a) To foster and promote cordial relationship among the parents, teachers and students of the college/school/department.

b) To help guide and participate in various developmental activities of the college/school/departments.

- c) To render 'all possible assistance for smooth working of the college/department/school and for maintaining good discipline in the campus.
- d) To institute scholarships/awards for deserving students of the college/school/departments.
- e) To provide and ensure essential amenities to the students of the college/school/department.

**5. Membership**

- a) The parent of each student on rolls of the college/school/department during an academic year shall be a member of the Association.
- b) The membership fee and/or such other fee payable by the members of the Association shall appropriately be fixed by the CUSAT from time to time..
- c) A parent member shall pay the prescribed membership fee to the Association at the time of admission of his/her ward in the college and such other fees as and when called for. If the same parent admits one or more wards in the same academic year or another, he/she shall be liable to pay additional membership fee and such other fees for each student admitted.
- d) As and when a student is removed from the rolls of the college, the parent of that student shall ipso facto cease to be-a member of the Association.
- e) The Principal and members of the teaching staff of the college shall ipso facto be members of the Association
- f) A Teacher member shall be liable to pay the prescribed membership fee and such other fees to the Association in case his/her ward is admitted in the college.
- g) Membership fee and such other fees paid to the Association shall not be refunded under any circumstances.

**6. Administration**

The administration of the Association shall be vested with an Executive Committee, duly elected by the members of the Association for the purpose.

The Committee shall have maximum eleven members consisting of:

- i) **A President** (The Principal/Head/Director of the College/ Department/School shall ipso-facto be the president).
- ii) **A Vice-President** (Elected from among the parent members)
- iii) **A Secretary** (Elected from among the teacher members)
- iv) **A Joint Secretary** (Elected from among the parent members)
- v) **7 members** of which **four** shall be elected from parent members and **three** from teacher members.

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

#### **7. Powers and responsibilities of the Committee**

- a) To plan and implement various activities of the Association and to incur necessary expenses therefore provided such acts are not inconsistent with these rules.
- b) 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/District Co-operative Bank decided by the elected committee.
- c) To enroll members of the Association.
- d) To convene meeting of the Committee at least once in a semester or as and when found necessary.
- e) To periodically check the registers and the other records of the Association and to scrutinize the statement of accounts.
- 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 proposal shall be placed before the University for Consideration.
- j) To form sub-committees for specific purposes and review the reports of such committees.

**8. Committee Meeting**

- a) The quorum for a meeting of the Committee shall be 1/3rd 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 at least 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.

**9. Duties and responsibilities of the office bearers**

***i) President***

- a) The Principal shall be the President of the Association.
- b) He/she shall have control over all the affairs of the Association and shall preside over all Committee meetings as well as the meetings of the General Body.

- c) He/she shall have powers to convene special meetings of the Committee as well as the General Body either on his/her own initiative or on a written demand of at least 1/3<sup>rd</sup> Committee members of a Committee meeting and 10% of total members of the Association for a General Body meeting, for any specific need.
- d) He/she shall have powers to fill up any temporary vacancies arising in the Committee, after its reconstitution and before the next election, by nomination from the members of the Association.
- e) He/she shall be the sole custodian of the entire hinds and assets of the Association. He/she shall be responsible for the safe custody of all connected records such as cash book, receipt books, vouchers, pass books etc.
- f) He/she shall deposit all the funds in the Bank as decided the Elected Committee.
- g) He/she shall have powers to operate the bank account jointly with the Secretary of the Association and to incur such expenditure as may be approved by the Committee.
- h) He/she shall maintain proper records of all receipts and payments and such records shall be presented before the Committee for approval.
- i) He/she shall get the annual report for the previous year prepared, to be placed before the Committee and General Body for approval.
- j) He/she shall get the annual statement accounts for the previous year prepared and audited and such audited statement shall be placed before the Committee and the General Body.
- k) He/she shall get the budget for the ensuing year prepared, to be placed before the Committee and General Body for approval.
- l) He/she have powers to dismiss an existing Committee under an emergency situation and to take over all the powers vested with the Committee till such time a newly elected Committee assumes office, with the prior approval of the Vice-Chancellor.
- m) He/she shall keep an imprest advance of P.s.1000/- to meet unforeseen expenses.

**ii) Vice-President**

In the absence of the President, the Vice-President shall perform all the current duties of the President.

**iii) Secretary**

- a) To enroll members of the Association.
- b) To operate Bank account jointly with the President.
- c) To maintain proper registers and records, to keep in safe custody of all official papers of the Association and to attend to the day to day correspondence of the Association, as per directions of the President/Committee.
- d) To prepare the annual report, the annual statement of accounts and the annual budget of the Association as directed by the President.
- e) To convene meetings of the Committee, or the General Body when authorized to do so by the President.
- f) To keep a record of the proceedings of all the Committee and General body of the meetings.
- g) To perform all other functions as may be assigned to him/her from to time by the President/Committee.

**10. General Body**

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

**11. Meetings of the General Body**

- a) The General Body shall meet at least once in a year. The normal business to be transacted at the annual meeting shall include the following:
  - i) To consider and approve the annual report regarding the activities of the Association for the previous year.

- ii) To consider and approve the audited statement of accounts of the Association for the previous year.
  - iii) To consider and approve the budget proposals for the ensuing year.
  - iv) To elect office bearers for the ensuing year.
  - v) To appoint auditors for the ensuing year.
  - vi) To consider any amendment to the bye law and recommend the same to the University for consideration and approval. For this, at least 2/3rd of the members present at a meeting convened with due notice on the proposed amendment, shall record their votes in favour of the proposed change.
- b) The quorum for a General Body meeting shall be 30 or 10% of the members of the Association, whichever is less, of which at least 1/3rd shall be from parents.
- c) Seven days' notice shall ordinarily be given for all meetings of the General Body either by direct intimation or by publishing such information in local dailies. Non- receipt of intimation by any member shall not however invalidate the proceedings of the General Body meeting.
- d) A special meeting of the General Body shall be convened against a written demand of at least 10% of the membership or 30 members whichever is less or when authorized by the President under an emergency situation. Such meeting shall discuss only the specific matter for which the meeting has been convened. The rules regarding notice and quorum shall apply to such meetings also.
- e) The President and in his absence the Vice-President shall chair the meeting of the General Body. In the absence of both, a member of the Association elected from among the members present, shall chair the meeting.
- f) All decisions of the General Body shall be on a simple majority of votes. In case of equal votes, the chairman of the meeting shall have a casting vote.



**12. General**

- a) The Association shall have a common seal, which shall be kept under safe custody by the President.
- b) Any document to be executed by the Association shall bear the signature of the President.
- c) The President shall represent the Association in all legal proceedings in a court of law, by the Association or against it.
- d) The University reserves the right to dissolve the Association in any one or all the schools/college/departments without assigning any reason therefore or without prior notice. Under such circumstance, the Principal of the institution will take over the entire funds and other assets belonging to the Association. The absolute ownership of such funds and assets will be vested with the University.
- e) None of the above rules shall be altered, amended or rescinded without prior approval of the Cochin University of Science and Technology.

**13. Interpretation**

Any question about the interpretation of the bye-laws shall be settled by the Vice-Chancellor of the Cochin University of Science and Technology.