



TO WHOM SOEVER IT MAY CONCERN

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

Principal

Principal
KMCT Medical College
Manassery P.O.
Kozhikode





PARENT -TEACHER ASSOCIATION

BYE-LAWS

1. **NAME:** The name of the Association shall be (HO) KMCT Medical College PTA (The Parent - Teachers Association) of KMCT Medical College Parent Teacher Association, here in after referred to P.T. A
2. **OFFICE :** The office of the P.T.A Shall be located in the campus KMCT Medical College
3. **Definitions:**
 - (1) Association: - Parent -Teachers Association of KMCT Medical College.
 - (2) College :- KMCT Medical College
 - (3) Parent: - The Father or Mother of a student on rolls in the college.
 - (4) Teacher :- A member of the Teaching staff of the college
 - (5) Student: - A student whose name is on the rolls of the college.
 - (6) Committee: - Duly elected Executive committee of the Association.
4. **Aims and objectives**
 - (1) To work for the social, cultural and educational advancement of the students and teachers. To foster and promote cordial relationship among the parents, teachers and students.
 - (2) To act as a forum for the free exchanging of ideas among parents and teachers. And to participate in various development activities of the college.
 - (3) To improve and add to the physical facilities and amenities in the KMCT Medical College, such as accommodation, equipment, furniture, playgrounds, auditorium, canteen, reading room etc. And to render all assistance for smooth running of the college maintain good discipline in the campus.

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- (4) To institute scholarships, award prizes, issue certificate of distinction for the benefit of deserving students.
- (5) To organise local educational tours.
- (6) To promote understanding and co-operation among parents, teachers and students of the KMCT Medical College so as to ensure disciplined, cordial and peaceful campus life, congenial for academic work.
- (7) To formulate and implement specific courses of action for achieving the goals and broad objectives of Association indicated above.

5. MEMBERSHIP

- (1) The parent (father or Mother) of each student who are actually on the rolls of the KMCT Medical College, during an academic year shall be eligible to become member of the Association.

6. HONORARY MEMBERS

The executive committee may nominate any person, whose services will be useful and necessary for the efficient functioning, as an honorary member.

7. GENERAL BODY

1. All the members of the Association shall form the general body of the Association.
2. There shall be at least one meeting of the general body in a year, and at such other times as the executive committee may decide. A meeting of the general body shall be convened, if at least one third of the total members request in writing for such a meeting. Notice of the general body meeting shall be issued to the members by the secretary at least 14 days before the date of the meeting.
3. The quorum of the general body shall be 70% of the total strength.
4. The agenda of the general body shall be prepared by the secretary in consultation with the President.

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5. Any member may move a resolution only with the permission of the President
6. Any decision of the general body shall be taken by a simple majority and voting shall be by a show of hands.

8. Administration

The Administration of the Association shall be vested with an executive committee, duly elected by the members of the association for the purpose.

9. PATRON

The P.T.A may have a chief Patron, chosen by the general body

10. EXECUTIVE COMMITTEE

- (1) There shall be an executive committee consisting of not more than 9 members (4 parents, 5 teachers), out of which six will be form among the parent members and five from among the teachers, elected by the general body. Out of the five teacher members, one member should be a Head of Section in the KMCT Medical College.
- (2) The Principal may nominate not more than three honorary members to the executive committee, from among the staff of the KMCT Medical Collage, in view of their special usefulness in the functioning of P. T.A.
- (3) The executive Committee shall be in charge of the administration of the P.T.A subject to the general control of the general body.
- (4) The executive committee shall ordinarily meet as and when required if found necessary.
- (5) The meeting shall be convened by the Principal, i.e, the President of the P.T.A.



11. OFFICE BEARERS

The executive committee shall elect, at a meeting convened for the purpose, such of the office bearers who are to be elected, except, the President, who will be the Principal of the KMCT Medical College. The office bearers are to be elected from among the members of the executive committee. The office bearers of the PTA will be as follows:-

- (1) President (Parent of 3rd year student with good academic background)
- (2) Secretary (Senior Teaching Faculty)

Treasurer

He shall be in overall control of the funds of the P.T.A and shall operate the Bank account jointly with the President. He shall periodically check the accounts, registers, vouchers etc. And report to the executive committee on the financial position periodically. He shall submit monthly of accounts to the President and the annual statement of accounts to the general body.

12. FUNDS OF THE ASSOCIATION.

Funds of the Association shall consist of

- (a) Membership fee.
- (b) Donation/Contributions

The funds shall be deposited in a nationalised bank or any State Bank in the name of the P.T.A and operated jointly by the President and Treasurer. Any amount up to Rs 100 at a time may be spent by the President, without the authorisation of the Executive committee. All transactions should be properly accounted for and a cashbook should be maintained by the Treasurer. The cash book be periodically checked by the President.





13. FINANCIAL YEAR

Financial year for the Association shall be from 1st August to 31st July

14. RULES AND REGULATIONS

Rules and regulations under the bye-laws for the administration, control and working of the P.T.A may be approved by the Director of Medical Education.

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