

SIAS (Sibga Institute of Advanced Studies)

Parent-Teacher Association

Parent-Teacher Association (PTA) Policy

(Approved by the Governing Council of the Institution)

1. Introduction

The Parent-Teacher Association (PTA) at **Sibga Institute of Advanced Studies** is constituted with the aim of fostering meaningful collaboration between parents and faculty for the holistic development of students. It serves as a platform for interaction, support, and joint decision-making to enhance academic excellence and student welfare.

2. Objectives

- To promote active involvement of parents in the academic and co-curricular progress of students.
- To strengthen the bond among parents, teachers, and the management.
- To discuss and resolve matters concerning students' academic performance, discipline, and overall development.
- To assist in improving infrastructural facilities and learning resources.
- To provide financial and moral support for the welfare of students in need.

3. Membership

Eligibility:

- All parents or guardians of students who take permanent admission in SIAS shall be given membership in the PTA by paying a membership fee of Rs 200/- as stipulated by the Govt.
- All teaching staff members of the college are members.

Types of Membership:

- **General Members:** All parents/guardians and faculty.
- **Executive Members:** Elected representatives from parents and faculty.

4. Structure and Composition

Office Bearers:

- **President** – Principal (Ex-officio)
- **Vice President** – Elected from among the parents
- **Secretary** – A senior faculty member nominated by the Principal
- **Joint Secretary** – Elected from among the parents (preferably a mother parent)
- **Treasurer** – Faculty member appointed by Principal
- **Executive Committee Members** – Minimum 5 members each from parents and faculty

Term:

- One academic year; re-election or re-nomination allowed.

5. Executive Committee Functions

- Plan and oversee the annual activities of the PTA.
- Approve the annual PTA budget.
- Recommend and monitor welfare projects, including scholarships, awards, and infrastructure support.
- Organize orientation, counselling sessions, and interactive programs for parents and students.

6. Meetings

- **General Body Meeting:** Once every academic year.
 - Agenda includes report presentation, budget approval, and feedback collection.
- **Executive Committee Meetings:** Minimum of two per semester (One should be offline)
 - Minutes of all meetings to be recorded and preserved.

7. Financial Guidelines

- **PTA Fund:** The executive Committee shall decide the amount that can be collected as PTA fund, at the time of admission, subject to a maximum of the tuition fee for the entire course. As per the Govt direction, the students belonging to SC/ST category shall pay Rs. 100/- as the membership fee and no other fee will be collected from them as PTA Fund.
- **Expenditure Areas:**
 - Student welfare (scholarships, emergency support)

- Academic initiatives (seminars, learning materials)
- Infrastructure improvement
- **Audit:** Annual audit of PTA accounts by an approved external auditor; report presented at General Body.

8. Activities

- Organize interactive sessions, parent orientations, and feedback meetings.
- Facilitate seminars, workshops, and guest lectures in coordination with departments.
- Support in organizing cultural and sports events.
- Identify and assist students in need of mentoring or financial help.

9. Code of Conduct

- Maintain mutual respect and transparency in all discussions.
- Confidentiality of student-related issues must be preserved.
- Decisions must align with the college's vision, mission, and regulatory norms.

10. Amendments to the Policy

- Policy amendments may be proposed by the Executive Committee and shall be approved by a majority in the General Body, subject to ratification by the Principal and College Governing Council.

11. Dissolution

- If required, the PTA may be dissolved with a two-thirds majority vote in the General Body and approval from the Governing Council. In such a case, all assets shall be transferred to the student welfare fund of the college.

12. Conclusion

The PTA of Sibga Institute of Advanced Studies is committed to ensuring a collaborative educational environment where students thrive through the combined efforts of educators and parents.