

## **ANDHRA PRADESH EDUCATIONAL INSTITUTIONS (PARENT - TEACHERS ASSOCIATION) RULES, 1987**

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## **ANDHRA PRADESH EDUCATIONAL INSTITUTIONS (PARENT - TEACHERS ASSOCIATION) RULES, 1987**

In exercise of the powers conferred by Section 30 read with Section 99 of the Andhra Pradesh Education Act, 1982 (Act No.1 of 1982), and in supersession of the rules in force on this subject, the Governor of Andhra Pradesh hereby makes the following rules relating to the composition and functions of the Parent-Teachers Association in all educational institutions other than educational centres.

### **1. Short title, extent and commencement :-**

(1) These rules may be called the Andhra Pradesh Educational Institutions (Parent - Teachers Association) Rules, 1987.

(2) They shall come into force with immediate effect.

(3) They shall apply to all the educational institutions functioning under the Government, local bodies and private managements (aided or unaided including the Registered Schools).

### **2. Definitions :-**

(1) In these rules unless the context otherwise requires

(a) "Act " means the Andhra Pradesh Education Act, 1982 (Act I of

1982)

(b) "Association" means the Parent-Teachers Association;

(c) "Educational Institution" means the school and/or college functioning under the Government/local body/private management (aided or un-aided including Registered Schools) recognised by the competent authority;

(d) "Head of the Institution" means the Head-Master, or the Principal of the educational institution, as the case may be;

(e) "Management" means the educational agency managing/running/administering the educational institution.

(2) Words and expressions used in these rules but not defined herein shall carry the same meaning as are assigned to them in the Andhra Pradesh Education Act, 1982.

### **3. Aims and objectives of the Association :-**

Every educational institution shall have a Parent-Teachers Association in order

(1) to play an important role in the functioning of the educational institutions vis-a-vis the students amenities, welfare and other similar objects;

(2) to enable the association to involve itself in improving the tone, educational standards and discipline maintaining programmes of the institution;

(3) to enable the association to make suggestions regarding the policies and pattern of education and to establish, close relationship between the educational agency and the parents.

(4) to enable the parents to take interest in the programmes formulated by University Grants Commission and to provide necessary help for its implementation; and

(5) to undertake an effective public relations programme, to be a perennial source of support to an educational institution in several ways.

### **4. Membership and Subscription :-**

(1) All the parents of the pupils in an educational institution who are on the rolls as on 31st August of the Calendar year or within 30 days from the last date prescribed for admission of students

whichever is later and paid the subscriptions and teachers working in the school shall be the members of the `Parent-Teacher Association."

(2) A subscription of Re.1/- in the case of Pre-Primary and Primary Schools and Rs.2/- in case of Upper Primary Schools, Rs.5/- in the case of High Schools and Rs.10/- in the case of Colleges, shall be collected from each of the parent per annum.

(3) If any parent comes forward to donate more amount it shall be accepted.

(4) The amount so collected shall be deposited immediately in a Scheduled Bank/Post Office

**5. The composition of the Association shall be as follows :-**

(1) There shall be a President, Vice-President and Secretary-cum-Treasurer for the Association.

(2) President One of the parents shall be elected as President of the Association by the members of the Association.

(3) Vice-President:-One of the parents shall be elected as Vice-President of the Association by the members of the Association.

(4) Secretary-cum-Treasurer The Head of the Institution shall be the Secretary -cum-Treasurer of the Association.

**6. Executive Council and its functions :-**

(1) Every Parent-Teachers Association shall have an Executive Council consisting of the following members.

(a) Head of the Institution;

(b) One representative of the management;

(c) The Inspecting Officer concerned; and

(d) Three parents elected by the Association.

(2) The President of the Association shall act as the Chairman of the Executive Council. The Executive Council may meet as often as possible and as and when there is the need for such meetings for the development of the institution and other activities related to the institution.

**7. Procedure for Election of the Office-Bearers of the**

## **Association :-**

(1) The parents who are declared as members of the Association duly paying the subscription, shall be eligible to contest in the election for the posts of President, Vice- President, Executive Council Members to serve as Members in the Advisory Body attached to the Registered Schools, and also to serve as members/office bearers in any other bodies/committees constituted in the institution as may be required from time to time. The member-parents alone are eligible to cast their votes.

(2) The Inspecting Officer concerned shall announce the list of paid up members of the Association after duly obtaining the same from the head of the institution, by the first week of September/ October of the academic year in which the election is to take place. He shall also act as the "Returning Officer" in the said election. In case he is otherwise busy, he may also nominate any other officer not below his rank to act as 'Returning Officer'. Under no circumstances the staff members of the institution shall be nominated to act as the Returning Officer. The other general rules prescribed for the conduct of elections for similar other welfare associations are also applicable to the conduct of elections for the Parent-Teachers Association . The election process will have to be completed by the end of September/ October of the year or before the expiry of the tenure of the office of the outgoing body, whichever is earlier.

(3) If any one ceases to be a student of an institution permanently irrespective of the grounds, his/her parent ceases to be a member of the Association automatically and consequently the parent also ceases to be an office-bearer of the Association, if any he is holding. Such post (s) shall be filled up, to function for the rest of period only, by conducting bye-elections by following usual procedure.

## **8. Functioning of the Parent-Teachers Association :-**

(1) The term of the Office of the Parent -Teachers Association shall be two years.

(2) The Secretary- cum- Treasurer shall convene the meetings of the Association with one week prior notice to members. He shall record the minutes, take appropriate action on the minutes of the meeting and also maintain the accounts. The Secretary shall open Joint Account in the name of the President/Secretary-cum-Treasurer in the local Post Office/Scheduled Bank to deposit funds

and operate the funds as per the programmes approved by the Association.

(3) The Association shall meet at least thrice in a year. The First meeting shall be convened after the admissions are completed, the second meeting shall be convened in the middle of the year and the third one towards the close of the academic year. During the first meeting an action programme shall be chalked out keeping in view the funds. The second meeting shall be held during the middle of the academic year to review the progress of the programmes taken up. In the meeting to be held towards the close of the academic year, the programmes and achievements shall be again reviewed and the expenditure incurred approved.

(4) The following officers who are designated as Inspecting officers shall be invited to participate in all the meetings of the Parent-Teachers Association. The suggestions made by the Inspecting Officer concerned shall receive due consideration in the meeting.

(a) In respect of Pre-Primary, Primary and Upper Primary Schools. Deputy Inspector of Schools OR Mandal Educational Officer.

(b) High Schools. Deputy Educational Officer.

(c) Institutions under the control of Director of Higher Education. Regional Joint Director of Higher Education OR Any Officer authorised by the Director of Higher Education.

(5) The quorum of any meeting of the Association shall be at least two thirds of the members enrolled.

## **9. Duties and Responsibilities of the Parent-Teachers Association**

### **(1) Utilisation of Funds :-**

The amount realised through subscriptions shall be utilised for organising the meetings of the Association, functions like science fair, exhibition and other extra curricular activities aimed at around development of pupils. If surplus money is available it can be utilised for providing drinking water/sanitary facilities or for providing science apparatus, Audio-Visual aids and furniture etc. However, this shall not be treated as a source of income for the Institute, for providing the above facilities.

(2) Maintenance of Accounts The Secretary-cum-Treasurer shall maintain accounts for the amounts collected and the amounts spent for the purposes of the Association. These accounts shall be audited

at the time of the annual inspection of the institute by the inspecting officers concerned. The remarks of the Inspecting Officer on the audit of the accounts shall be incorporated in the Inspection Reports. If any irregularity is noticed, the inspecting officer shall send a special report to the District Educational Officer (in respect of Schools)/Regional joint Director of Higher Education (in respect of Colleges). On receipt of the report the District Educational Officer/Regional Joint Director of Higher Education shall examine it and initiate action for taking disciplinary action against the Secretary-cum- Treasurer for misuse of funds. The District Educational Officers/Regional Joint Director of Higher Education shall nominate any one from among the remaining teaching staff of the institution as the Secretary-cum-Treasurer, if he finds that the head of the institution is not maintaining the accounts properly for the amounts collected and spent.

(3) Verification of Stock and AccountsThe articles, the equipment and aids purchased shall be entered in the stock register maintained for this purpose. The stock shall be verified at the time of annual inspection of the educational institution. If any teaching staff is found to be personally responsible for the loss and destruction of the articles, the cost of the equipment and aids shall be recovered from him . If they are spoiled by fair use, the general body of the Association shall pass a resolution for condemning it.

(4) Purchase of Aids, Articles and EquipmentThe Association at its first meeting shall decide the aids, articles and equipment to be purchased. The Secretary-cum-Treasurer of the Association shall purchase them as per rules. The Association at its last meeting of the year shall see the articles, equipment and articles purchased and record a resolution. The equipment, aids and articles thus purchased shall never be taken out of the institution and used for personal purpose of the staff of the institution. The District Educational Officer/Regional Joint Director of Higher Education shall take steps to stop collection of subscriptions and their spending if he has strong reasons to do so, for reasons to be recorded in writing and communicate the same to the Secretary-cum-Treasurer before taking such steps.

(5) It shall be obligatory on the part of the management of the institution to take such disciplinary action against the Secretary-cum-Treasure of the Association as recommended by the District Educational officer/Regional Joint Director of Higher Education.

(6) It is open to the Association to discuss any matter relating to the programmes for the improvement of the institution and take appropriate action.

**10. Powers of the Inspecting Officer :-**

In all matters relating to the functions of the Association, the decision of the District Educational Officer/Regional Joint Director of Higher Education concerned shall be final.