

## STANDARD OPERATING PROCEDURE OF ASHRAYA-PTA

- ❖ Principal is the chairman of the association. The chairman shall constitute the association by selecting the convener and members of the association
- ❖ The parent teacher association shall select parent representatives in the Council.
- ❖ Parents will receive the notification of the events to be conducted from PTA through the members of the association.
- ❖ A list of parents shall be compiled and kept for future use once their ward get graduated from the institution.
- ❖ Parent teacher association of SCE is suitable channel for the parents to contribute in the all-round development of the institution.
- ❖ The PTA does not interfere in the day-to-day administration of the college
- ❖ PTA gives suggestions on behalf of parent's community for the betterment of college in all dimensions.
- ❖ Maintain a permanent file of the minutes, committee reports and records pertaining to the work of the Association.
- ❖ PTA is expected to help in the working of the college by providing resources in different aspects
- ❖ PTA shall assist the institution in planning and organizing educational programs, seeing the syllabus is completed.
- ❖ Meetings of the PTA shall be held at least twice per year. PTA shall provide support to the parent's community through education, orientation and other services.
- ❖ Meetings will have a set time limit, with the part of the meeting lasting not more than 1 hour 15 minutes.
- ❖ Meeting minutes should be approved by the PTA committee and the head before distribution.
- ❖ Notices and information to the parents need to be approved by an administrator.
- ❖ To create friendly and social relationships and promote communication between the faculty, parents and other associates of the college so that the parents and teachers may co-operate intelligently in the education of the students.
- ❖ PTA shall help the students at the institution by providing funding and assisting in special projects for education.
- ❖ To support such united efforts between the school and community as to secure for all students the highest advantages in social, intelligent and physical education.

CONVENER 

  
PRINCIPAL

  
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