"ഭരണഭാഷ- മാതൃഭാഷ"

കേരളം സർക്കാർ

സംഗ്രഹം

ഉന്നത വിദ്യാഭ്യാസ വകുപ്പ്- സാങ്കേതികം- ഗവൺമെന്റ് കൊമേഴ്സ്യൽ ഇൻസ്റ്റിറ്റ്യൂട്ടിലെ അധ്യാപക- രക്ഷാകർതൃ സമിതി-പൊതുവായ ബൈലോ- അംഗീകരിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ഉന്നത വിദ്യാഭ്യാസ (ജെ) വകുപ്പ്

സ.ഉ.(സാധാ) നം.1322/2026/HEDN തീയതി,തിരുവനന്തപുരം, 19-10-2026

പരാമർശം:- സാങ്കേതിക വിദ്യാഭ്യാസ ഡയറക്ടറുടെ 23.08.2026-ലെ DTETVM/4522/2025-C4 (ACA) നം. കത്ത്.

ഉത്തരവ്

ഗവൺമെന്റ് കൊമേഴ്സ്യൽ ഇൻസ്റ്റിറ്റ്യൂട്ടിലെ അധ്യാപക- രക്ഷാകർതൃ സമിതിയ്ക്കായി ബൈലോ അംഗീകരിച്ചു നൽകണമെന്ന് പരാമർശം കത്ത് പ്രകാരം സാങ്കേതിക വിദ്യാഭ്യാസ ഡയറക്ടർ അഭ്യർത്ഥിച്ചിട്ടുണ്ട്. ഇതിനായി സ്റ്റേറ്റ് ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് ടെക്നിക്കൽ ടീച്ചേഴ്സ് ട്രെയിനിംഗ് ആൻഡ് റിസർച്ച് (SITTTR) മുഖാന്തരം തയ്യാറാക്കിയ പൊതുവായ ബൈലോ സമർപ്പിച്ചിട്ടുണ്ട്.

2. സർക്കാർ ഇക്കാര്യം വിശദമായി പരിശോധിച്ചു. ഗവൺമെന്റ് കൊമേഴ്സ്യൽ ഇൻസ്റ്റിറ്റ്യൂട്ടുകളിലെ അധ്യാപക-രക്ഷാകർതൃ സമിതിയുടെ (PTA) പ്രവർത്തനം കൂടുതൽ സുതാര്യവും കാര്യക്ഷമവുമാക്കുന്നതിന് പൊതുവായ ഒരു ബൈലോ നിലവിൽ വരുന്നത് അനുയോജ്യമാണ്. അതിനാൽ അനുബന്ധമായി ഉൾക്കൊള്ളിച്ചിരിക്കുന്ന ബൈലോ, താഴെപ്പറയുന്ന വ്യവസ്ഥകളോടെ അംഗീകരിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

വ്യവസ്ഥകൾ:-

1. ഫണ്ട് വിനിയോഗം, പർച്ചേസുകൾ (Store Purchase Rules), ബാങ്ക് അക്കൗണ്ട് കൈകാര്യം ചെയ്യൽ എന്നിവയിലെല്ലാം ബൈലോയിൽ പറഞ്ഞിരിക്കുന്ന ചട്ടങ്ങളും സർക്കാർ പുറപ്പെടുവിച്ചിട്ടുള്ള പൊതു ധനകാര്യ മാർഗ്ഗനിർദ്ദേശങ്ങളും പൂർണ്ണമായും പാലിക്കേണ്ടതാണ്.

2 . സാമ്പത്തിക വർഷാവസാനം നിർബന്ധമായും കണക്കുകൾ ഓഡിറ്റ് ചെയ്യുന്നുണ്ടെന്ന് സ്ഥാപന മേധാവി (പ്രസിഡന്റ്) ഉറപ്പുവരുത്തേണ്ടതാണ്.

3 . ബി.പി.എൽ വിഭാഗത്തിൽപ്പെട്ട വിദ്യാർത്ഥികൾക്ക്, ബൈലോ പ്രകാരമുള്ള ഇളവുകൾ കൃത്യമായി ലഭിക്കുന്നുണ്ടെന്ന് ഉറപ്പാക്കേണ്ടതാണ്.

(ഗവർണറുടെ ഉത്തരവിൻ പ്രകാരം)
സുനിൽ കുമാർ എസ്
ജോയിന്റ് സെക്രട്ടറി

സാങ്കേതിക വിദ്യാഭ്യാസ ഡയറക്ടർ, തിരുവനന്തപുരം.
ഇൻഫർമേഷൻ ഓഫീസർ, വെബ് & ന്യൂ മീഡിയ, ഐ & പി.ആർ.ഡി
www.highereducation.kerala.gov.in
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ഉത്തരവിൻ പ്രകാരം

സെക്ഷൻ ഓഫീസർ

മെമോ നമ്പർ: DTETVM/4522/2025-C4 (ACA) തീയതി: 24/10/26

19/10/2026 ലെ 1322/2026/HEDN നമ്പർ സർക്കാർ ഉത്തരവ്, വകുപ്പിനു കീഴിലെ എല്ലാ ഗവൺമെന്റ് കൊമേഴ്സ്യൽ ഇൻസ്റ്റിറ്റ്യൂട്ടിലെ സ്ഥാപന മേധാവികളുടെയും അറിവിലേക്കായി വകുപ്പിന്റെ ഔദ്യോഗിക വെബ്സൈറ്റിൽ പ്രസിദ്ധപ്പെടുത്തുന്നു.

29/10/26
DD (gen)

DTE

Place - തിരുവനന്തപുരം
Date - 24/10/2026

DEPARTMENT OF TECHNICAL EDUCATION

BYE LAW OF PARENT TEACHER ASSOCIATION
GOVERNMENT COMMERCIAL INSTITUTE

Government Commercial Institutes are higher education institutions under the Technical Education Department, Government of Kerala, herein after called Institution. The Parent Teacher Association (PTA), herein after called Association, is a formal organization composed of parents and teachers that is intended to facilitate parental participation in an institution. The Parent Teacher Association is mandatory in all Govt. Commercial Institutes. The association shall work towards the welfare of students, provides support for enhancing quality teaching and learning process and the improvement in the infrastructural facilities.

1. Name

The name of the Association shall be 'Government Commercial Institute, ... Parent Teacher Association', herein after referred to as Association.

2. Office

The office of the PTA shall be located at the office of the Government Commercial Institute, ...

3. Definitions

3.1 Student: A person who has been admitted to a programme of study offered by the Institution and is on the live Admission Register of the Institution.

3.2 Parent: Parent means the father or mother of the student who is pursuing a programme of study in the Institution.

3.3 Guardian: A person who is appointed as guardian as per Guardians and Wards Act, 1890.

4. Objectives

4.1 To work for the social, cultural and educational advancement of the students and teachers.

4.2 To foster good relationship among the members of the teaching staff, students and parents/guardians of the students.

4.3 To induce all parents/guardians of the students of the Institution to

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effectively and actively co-operate with the Institution authorities in maintaining good discipline and high academic standards of the Institution.

4.4 To define suitable ways and means with a view to prevent students' unrest and to assist and co-operate with the Institution authorities in running the Institution smoothly during times of stress if any.

4.5 To provide training in sports and games to elected teams/student.

4.6 To take suitable action regarding, and make representations to the Government and other concerned authorities on matters relating to introduction of new courses and such other matters concerning the general progress of the Institution.

4.7 To institute scholarships, prizes etc. to encourage students in matters of studies and other healthy activities consistent with the rules of the Institution.

4.8 To collect voluntary subscriptions, donations, gifts etc., from members, non-members and other institutions for furthering the aims and objectives of the association.

4.9 To ensure the systematic improvement and compliance of infrastructural facilities and amenities in the institution, such as accommodation, equipment, furniture, play grounds, auditorium, canteen, reading room etc. with established standards.

4.10 To plan and execute such measures that will be beneficial of advantageous to the students and/or Institution.

4.11 To convene meetings and conventions of students, parents and teachers.

4.12 To co-ordinate with the working of sister institutions and other educational institutions in various activities.

4.13 To formulate and implement specific course of action for achieving the objectives of the association as indicated above.

5. Memberships:

5.1 The parents/guardians of all the students on the rolls of the Institution during an academic year shall be eligible to be members of the Association of that year.

5.2 When a student is removed from the rolls of the Institution the parent/guardian of the student shall *ipso facto* cease to be member of the Association.

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5.3 The parent/guardian members shall pay an annual membership fee of Rs.50/- at the beginning of the academic year.

5.4 All parents/guardians on admission as member shall pay a PTA fund to the Association. The Executive committee shall decide the amount that can be collected as PTA fund at the time of admission. This fund shall not be refunded unless the student is allowed the institution transfer within the period of admission process. If the parent has more than one ward admitted to the Institution, need to pay only one subscription.

5.5 The Head of the Institution and the other members of the teaching staff shall *ipso facto* be members of the Association. These ex-officio members are not liable to pay any amount to the Association including membership fee.

6. Sources of Income of Association

Normally, the sources of income of Association are as follows:

i) Membership fee

ii) PTA Fund

iii) Donations, Awards from public and alumni.

iv) Income from cultural events/educational fairs, arts and sports fairs.

v) Funds/Grants/donations received from the Government, Local Government Institutions and financial institutions.

vi) Income received from Endowments.

vii) Income received from advertising.

viii) If there is a special academic programme in any academic year and if there is no sufficient fund with the Association to meet the same, special collection from parents/guardians can be made with the prior approval of the General Body and Institution. But it shall not be made compulsory and on account of non-remittance of this additional amount, no student shall be denied admission.

The fund so collected should be entered in the books of accounts and should be given the receipt for the same, remitted to the PTA Account maintained with a Nationalised Bank, within two working days of collection.

7. Bank Account

A joint account in any nationalised bank shall be opened in the names of President and Treasurer to operate the funds of the association. Any fund collected should be remitted to the PTA Account within two working days of collection.

8. Financial Authority

Subject to the approval of the General Body and Government rules, the Association shall have the authority to accept any source of income for the upliftment of students, with the knowledge of the Institution authorities.

9. Fund Utilisation

All purchases shall follow Store Purchase Manual. Subject to the approval of the Executive Committee, the PTA fund can be utilised for the following:-

i) To purchase Registers, Office Stationery, Dept. Diary, Identity Cards, computer and computer accessories (including laptops and Tabs), Electrical goods, Sports goods, First- aid materials, Toilet cleaning items, Sanitary items, Pipe fittings for Drinking Water facilities, Drinking water, Furniture items, LCD/DLP projectors or any such projection or display systems etc.

ii) To subscribe Newspapers /Periodicals/ online journals.

iii) To repair any asset of the Institution such as doors, windows of class rooms, computers and computer accessories etc. which are used by the students.

iv) To construct building, toilets, playground etc. for the Institution.

v) To meet any other expenditure arising from the decision of the Executive Committee or General Body for the development of the Institution.

vi) To conduct any event such as Seminar, workshop, Quiz programme, Sports, Career Guidance Activities, placement activities, study tour of students, state festival etc.

vii) To cover hospitality expenses incurred during visits by officials from Statutory Bodies, Examiners, Executive Committees, or during General Body meetings.

viii) To purchase reference books for the use of students of the Institution, but the amount of such spending in any financial year shall not be exceed 25% of the funds collected in that financial year.

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ix) The PTA Fund should not be used for paying TA/DA to the Head/teachers/staff of the Institution or for examination work etc. which is official and payment is made from Government Fund.

x) All purchases made using PTA funds shall be governed by the rules and regulations issued by the Government and the Department.

xi) Amount of cash on hand should not exceed Rs.10,000/- (Rupees Ten Thousand only).

xii) However, in case of an emergency or for any expenditure exceeding Rs.10,000/-, prior permission from the Executive Committee must be obtained.

10. Audit of PTA Fund

PTA Fund should be audited before the presentation in the Annual General Meeting. An Audit Committee containing at least two members should be constituted by sanction of the General Body for the audit of PTA Fund.

11. Constitution

The Association shall have a two-tire constitution, namely, General Body and Executive Committee.

11.1 The General Body

i) The General Body shall be the supreme authority of the Association. The parent/guardian of all students on rolls of the Institution during an academic year and all teachers on roll shall constitute the General Body of the Association. When a student is removed from the rolls of the Institution, the parent or guardian of that student shall, *ipso facto*, cease to be a member of the General Body. Similarly, when permanent/approved teachers are no longer on the rolls due to retirement or other reasons, their membership in the General Body shall *ipso facto* cease.

ii) The General Body shall hold meeting at least once in every academic year. There shall be an annual meeting of the General Body before the end of every academic year. The meeting of the General Body shall be convened by the Secretary of the Association in consultation with the President of the Association. The meeting shall be presided over by the President. The minutes of the meeting shall be recorded by the Secretary. The audited

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statements of the Association shall be presented by the Treasurer in the Annual meeting of the General Body.

11.1.1 Powers and responsibilities of the General Body

i) To approve rules and regulations for the fund collections, institution of scholarships, prizes and awards to students etc. submitted by the Executive committee.

ii) To approve the annual report of the Association.

iii) To approve the audited statements of accounts for the current year submitted by the Executive committee.

iv) To approve amendments of rules and regulations proposed by the Executive Committee.

v) To elect office bearers of the Association for the ensuing year, in the Annual meeting.

vi) To approve the budget for the ensuing year proposed by the Executive committee, in the Annual meeting.

vii) To put forward suggestions for the improvement of Academic standards/ infrastructural facilities and to point out shortcomings, if any, in the administration of the Institution/function of the PTA Executive etc.

11.1.2 Meeting of the General Body

The General Body shall meet at least once in every academic year. There shall be an annual meeting in every academic year. The quorum for a General Body meeting shall be 1/10 of the total number of members on the rolls. Seven days' notice shall ordinarily be given for all meeting of the General Body either by direct intimation or through electronic media or by publishing such information in dailies. Non-receipt of such information by any member shall not however invalidate any of the proceedings of the General Body meeting. A special meeting of the General Body shall be convened on a written request by members of at least fifty percent of the minimum quorum or when authorized to do so by the President. Such meeting shall dispense only the specific matter for which the meeting has been convened .The rule regarding notice and quorum shall apply to such

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meeting also. The President and in his absence the Vice President shall preside over all meetings of the General Body. In the absence of both any member elected from among the members present shall preside. It is the responsibility of the Secretary to record minutes of the proceedings. All decisions of the General Body shall be on the basis of a majority of votes. In case of equality of votes, the President of the meeting shall have a casting vote. Any member may move a resolution only with the permission of the President.

11.2 The Executive Committee

The administration of the Association shall vest in the Executive Committee, which is elected/nominated for the purpose.

11.2.1 Constitution of the Executive Committee

There shall be an executive committee consisting of not more than 9 members, out of which 4 will be from among the parents and 5 from among the teachers elected by the General Body. The Executive committee shall have the following constitution.:

i) **A President** — the Head of the Institution / Faculty in-charge of Head of the Institution.

ii) **A Vice President** — a parent (not guardian) in the General Body, elected from among the parents/guardian, based on majority in the General Body.

iii) **A Secretary** — a teacher elected from among the permanent/approved teaching staff on roll.

iv) **A Joint Secretary** — a parent (not guardian) in the General Body, elected from among the parents/guardian through direct election in the General Body.

v) **A Treasurer** — a teacher, elected from among the permanent/approved teaching staff on roll.

vi) **Committee Members** - Not more than 2 parents (not guardian) in the General Body out of which at least one shall be a woman, be elected as Members, from among the parents/guardian in the General Body and not more than 2 teachers out of which at least one shall be a woman, be elected as Members, from among the permanent/approved teaching staff on roll.

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The term of office of the Executive Committee shall be for a period of one year (academic year). It is the responsibility of the President to reconstitute the Executive Committee every academic year. A Committee once elected shall continue to hold office for an extended period of one month or a new committee assumes charge whichever comes earlier. No member shall hold office of the Executive committee after he/she has ceased to be the member of the General body of the Association.

11.2.2 Powers and responsibilities of the Executive Committee

The Executive Committee shall have the following powers and responsibilities:

i) To prepare guidelines for the activities of the Association and place before the General Body for approval.

ii) To scrutinise the annual report, the audited statement of accounts for the year and budget proposed for the ensuing year, to be placed before the General Body.

iii) To prepare regulation for PTA fund collections from parents/guardians and from other sources if any and submit it before the General Body for approval.

iv) To approve audited statements and accounts submitted by the Treasurer and place before the General Body for approval.

v) To institute scholarships, free ships, merit certificate, prizes, sponsorships etc. to benefit students showing a high proficiency in their studies.

vi) To periodically check the registers and other records of the Association and to scrutinize the statement of accounts.

vii) To bring to the notice of the Executive Committee any matters of importance raised by the Parents, Students or Teachers for discussion.

viii) To implement all decisions taken by the General Body.

11.2.3 Meeting of the Executive Committee

The Executive Committee shall meet at least twice in an academic year. A meeting of the Committee shall be held before the Annual meeting of the General Body to approve the audited statements and accounts submitted by the Treasurer and place the same in the General Body. The Committee may also meet at such other times as it may, from time to time, decide. The Secretary shall, under the direction of the President, give not less than five days' notice of the date of meeting of the Committee. Non-receipt of such information by any member shall not however invalidate any of the proceedings of the Committee meeting. Five (5) members, out of which two (2) parents, shall constitute the quorum for a meeting of the Executive committee. The minutes of the meeting shall be recorded by the Secretary and shall be signed and readout by the President before ending the meeting. All decisions of the Executive committee shall be on the basis of a majority of votes. In case of equality of votes ,the President of the meeting shall have a casting vote.

11.2.4 Duties of the Office-bearers

i) The President

The Superintendent of the Institution shall be the Ex-officio President. He/She shall have control over the affairs of the Association and shall preside over the meetings of the General Body and Executive committee. He/she shall have powers to convene meetings of the General Body and Executive committee in his/her own initiative or on the written request by members of at least fifty percent of the minimum quorum for the respective committees. He/she may invite any person to attend or participate in any meeting of the General Body or the Executive Committee. He/she shall be the sole custodian of all the funds of the Association and all the connected accounts, books, receipt books, vouchers, pass books etc. He/she shall have the powers to operate the accounts of the Association along with Treasurer and incur such

expenditure as may be approved by the Executive Committee. A joint account in a nationalised bank shall be opened in the names of President and Treasurer to operate the funds of the association.

He/She shall approve all the bills and vouchers and entrust the Treasurer to maintain proper records of all receipts and payments and such records shall be presented before the Executive Committee and the General Body. He/she shall receive the annual statement of accounts & audited statements and present before the Executive Committee and the General Body. The President can delegate his powers to Secretary or Treasurer, if he desires so, with the approval of the Executive committee.

ii) **The Vice President**

The Vice President shall be elected from among the parents (not guardians). In the absence of the President, the Vice President, shall perform the duties of the president. The Vice President is responsible for taking action in a way that fosters the cooperation of parents.

iii) **The Secretary**

The Secretary shall be elected from among the permanent/approved teachers of the Institution. He/she shall be the convenor of the Executive committee and the General Body of the Association. It is the responsibility of the Secretary to convene meetings of the Association with the permission of the President and record the proceedings of all meetings. He/she shall be the custodian of proceedings of all meetings. The Secretary shall finalise, in consultation with the President, the date, time, place and agenda of meetings, the budget proposals and annual report of the Association.

iv) **The Joint Secretary**

In the absence of the secretary the Joint Secretary shall perform the duties of the Secretary.

v) **The Treasurer**

The Treasurer shall be elected from among the permanent/approved teachers of the institution. It is the responsibility of the Treasurer to make all transactions through cheques and shall be issued based on vouchers approved by the President. All transactions should be properly accounted for and a cash book should be maintained by the Treasurer; the cash book should be periodically checked by the President. The Treasurer shall maintain proper records of all vouchers, receipts, and payments and such records shall be presented before the Executive Committee and the General Body, if necessary. He/she shall assist the Secretary in the preparation of budget proposal for the year. He/she shall submit monthly statement of accounts to the President. He/she shall prepare the annual statement of accounts in consultation with the Secretary and President and get it audited and place it before the Executive Committee and the annual General Body. A joint account shall be opened in a nationalised bank in the names of President and Treasurer to operate the funds of the association.

12. General

12.1 All parents/guardians of students, who take permanent admission in an Institution after the final stage of centralized admission process through Institution transfer shall pay PTA fund in the Association. The Executive committee shall decide the amount that can be collected as PTA fund, at the time of admission, subject to a maximum of tuition fee for the entire course. The President shall have the power to exempt any student belonging to BPL category from remitting the PTA fund.

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12.2 The Association shall have a common seal which shall be in the safe custody of the President / Secretary. Any document executed by the Association shall be signed by the President and the Secretary. The cheque books of the Association shall be signed by the President and the Treasurer.

12.3 Financial year for the Association shall be from 1st June to 31st May.

12.4 The General Body may appoint auditors for auditing the accounts of the Association.

12.5 In case of any legal proceedings before a court by or against the Association, the Association shall be represented by the President.

12.6 In case of dissolution of the Association at any time, all its records and funds shall be taken over by the President and disposed of in a manner to be decided by the General Body.

12.7 None of the above rules shall be altered, amended or rescinded except at a meeting of the General Body at which 2/3 of the members present, record their vote in favour of the suggested changes.

Conclusion

The Parent-Teacher Association Bye-law of the Government Commercial Institute is established with the primary aim of fostering a collaborative and productive relationship between parents, teachers, and the institution. By clearly defining the structure, roles, responsibilities, and procedures of the PTA, this bye-law serves as a guiding framework to promote the holistic development of students and to ensure transparency, accountability, and active participation in all academic and co-curricular matters.

The implementation of this bye-law is expected to enhance mutual understanding, strengthen the academic environment, and encourage meaningful contributions from all stakeholders. Let this document be a living charter that evolves with time, always upholding the best interests of the students and the institution.

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