



(FORMERLY NEHRU COLLEGE OF NURSING)

2.6.4 Presence and periodicity of parent – teachers meetings, remedial measures undertaken and outcome analysis

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NEHRU COLLEGE of NURSING



PANAYUR (P O), VANIYAMKULAM, PALAKKAD - 679 522

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2.6.4 Presence and periodicity of parent – teachers meetings, remedial measures undertaken and outcome analysis

The Nehru College of Nursing has an active Parent Teacher Association (PTA)

The Objectives of PTA Committee

- To facilitate the interpersonal relationship and communication among the teachers, students and parents.
- To provide a platform for the parents to discuss the academic and non-academic difficulties/problems experienced by their children.
- To promote the understanding of teachers regarding the social background, talents and interests of the students.

The mechanism of the PTA Committee

- The meeting of PTA committee will be held quarterly.
- Three weeks before the meeting, the Principal of the institution, who is the convener will send the circular with the meeting agenda to all the committee members.
- During the PTA meetings, discussions are held regarding academics, hostel, food, canteen, sports, arts, cultural, placement, skill training and vacations.
- The minutes of the meeting will be recorded and the valuable inputs are considered for the overall development of the Institution.



G. Shu
PRINCIPAL
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PANAYUR (P.O), VANIYAMKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522



NEHRU COLLEGE of NURSING



PANAYUR (P O), VANIYAMKULAM, PALAKKAD - 679 522

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Activities of PTA committee

- An orientation program about the functioning and responsibilities of the committee will be organized to the parents during the course inauguration program of B.Sc Nursing .
- The core committee members of PTA are elected on the Induction day of B.Sc Nursing Program.
- The PTA executive members take part in all the programs of the college.
- Some necessary items are being purchased using PTA fund.
- If there is any problem or need related to students that require the immediate attention of parents, a meeting for the respective batch is called separately.
- Feedback of parents will be collected once in a year and analyzed.
- Based on the parents' feedback, necessary actions are taken.



G. S. Das
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P. K. DAS COLLEGE
of **NURSING**

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(FORMERLY NEHRU COLLEGE OF NURSING)

ACADEMIC YEAR

2022-2023



NEHRU COLLEGE of NURSING

PANAYUR (P O), VANIYAMKULAM, PALAKKAD - 679 522
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20-2-2023

The PTA executive team is hereby cordially informed that the next PTA Executive meeting will be held on 25.2.2023 Saturday at Nehru College of Nursing, Panayur, Vaniyamkulam. The agenda of meeting is mentioned below:-

Time:- 11.00 a.m

Date:- 25.2.2023 (Sat)

Venue:- Conference hall

Agenda:

- Academic related
- Hostel related
- Discipline
- Any other points

Thanking you

Yours truly,

Lt. Col. Regina P F

PTA Secretary, Nehru College of Nursing.



Prepared by

Signature: Rani L.S.

Name:

Designation: Asst Prof.

Verified by

Signature: Lt Col Regina P.F.

Name: Lt Col REGINA P.F.

Designation: Asst Prof.

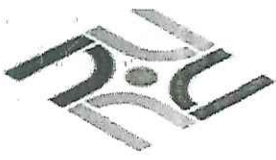
Principal
PK DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIYAMKULAM
OTTAPALAM, PALAKKAD
KERALA - 679522

Authorized by

Signature: Dr. Kavithamole P.J

Name: Dr. KAVITHAMOLE P.J

Designation: PRINCIPAL



PTA executive meeting held on 25th Feb. 2023

Time:- 11.00 a.m

Date:- 25.2.2023 (Sat)

Venue:- Conference hall

Total members present: 21

MINUTES OF THE MEETING

The PTA executive meeting started at 11.00 p.m with one min. silent prayer. Secretary welcomed the gathering and introduced Mr Muraleedhara Bhat, Administrative manager to the members. PTA president Mr. Thomas K.S. addressed everyone.. Secretary Lt Col Regina.PF. read out the minutes of last Executive meeting which was held on 28th Nov. 2022. Treasurer Miss Sruti.S. explained about the account balance. Report and Account were passed by the members. . Principal Dr. Kavithamole addressed the gathering and expressed her gratitude towards the procurement of interactive panel boards as teaching aid.

Agenda:

- Academic related
- Hostel related
- Discipline
- Any other points

Activities carried out

- Interactive panel board purchased from PTA fund.
- II Semester University exams theory is over. III semester classes commenced on 17 Feb. 2022.

Discussions:

Academic related: Principal madam explained about the academic activities. Presently II Semester students are having University practical examinations. Their 3rd semester classes already started on 17th Feb.2023. First semester classes are going on and their clinical postings started. University Examination notification has declared for the 3rd years and 4th years. They are having revisions now.

Hostel related: In last week of Jan 2023 there was some issues related to hostel food and few students had food poisoning. They were sent home for a week. Administrative Manager Mr Muraleedhara Bhat has well explained about the remedies taken further. Food caterers are changed and now the contractors are newly appointed with effect from 5th Feb.2023. Parents agreed that now the food issues are almost solved and they are happy about it. Adm. Manager

Prepared by

Signature:

Name: Rani L.S.

Designation: Asst Prof



Verified by

Signature:

Name: Lt Col Regina P

Designation: Asst Prof

Authorized by

Signature:

Name: Dr Kavithamole P J

Designation: PRINCIPAL



NEHRU COLLEGE of NURSING



PANAYUR (P O), VANIYAMKULAM, PALAKKAD - 679 522

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told that in the hostel and college, all the water sources have checked and the result shows no problem. Water purification and chlorination system is much strengthened.

Discipline: Principal madam conveyed that presently there is no disciplinary issues among the students and the college activities are well co-ordinated.

Any other points: When asked any points from parents, they conveyed their concern about food safety in the hostel. It is suggested that food hygiene to be taken care as most important aspect.. Also visit to central kitchen and observation by management team will improve the situation. Adm Manager ensured the possible implementation in this aspect. Since summer climate is coming up, more precautions must be taken to food distribution. It is discussed that parents should brief the students about adjustment in hostel life. Fee details to be informed to parents in much advance time so that they can do the arrangements. It is decided to follow in each batch PTA groups chat session will be only for admins. This will curtail the unnecessary chat turmoil in the group.

Adm. Manager emphasized that whenever there is a PTA meeting, all concerned members to attend positively. Parents asked to monitor their wards' attitude towards patients since they are in nursing profession. Principal madam answered that, in each clinical area the teachers are evaluating the students.

Restructuring of few executive members: As the present PTA secretary, Lt Col Regina.P.F. is appointed as IQAC co-ordinator and the college is going for NAAC proceedings, the responsibility will be handed over to the new PTA secretary Mrs Sandhya. Present vice president Mrs Jisha is from outgoing batch, Mrs Sahira is elected as joint secretary for this academic year.

Regarding add on course: Administrative Manager, explained the parents about the need for their students to undergo additional training programmes in the college. Sir briefed about the benefits of such training courses which will be useful in future. Also informed that our management will be introducing IELTS, TOFFEL, German language etc. in the near future. Parents altogether agreed to support for the add on courses in 'SWAYAM' portal, and willing to admit for the add on courses as per the requirement.

Parents all expressed their satisfaction and gratitude towards college activities. President Thomas.K.S. had expressed his sincere thanks to Management, Principal and the entire team of NCN. Promised further support and co-operation of PTA throughout the college activities. As there were no more points to discuss, joint secretary Rani thanked everyone and the meeting adjourned at 1.00 p.m.

Prepared by

Signature:
Name: Rani C.S.
Designation: Asst. Prncpl



Verified by

Signature:
Name: Lt Col REGINA P.F.
Designation: Asst. Prncpl

Authorized by

Name: Dr. KAVITHAMOLE P.J
Designation: PRINCIPAL



ATTENDANCE SHEET

Name of the program: PTA executive meeting

Date: 25.2.23

Venue: Conference Hall

Sl. No.	Designation	Name	Position in meeting	Signature
1.	Principal	Dr. Prof. Kavithamma P.J	Principal	
2.	Vice Principal	Prof. W. Priscilla Mary Stella	Vice Principal	
3.	Asst. Prof	Lt Col Regina P.F	Secretary	
4.	Adm. Mgr.	Muraladhara Bhatt	Adm. Mgr.	
5.	NSS officer	Nowfel	NSS officer	
6.	Treasurer	Soutri.S		
7.	Joint Secretary	Rani	Te. Secy	
8.		Wibent e m	Parent	
9.		Sahira	Parent	
10.		Rathi	Parent	
11.		Sareelatha	Parent	
12.		Manoj.k	Parent	
13.		Manoj. M	Parent	
14.		Geordhaya. P	Teaching Faculty	
15.		Soutri. M	Teaching Faculty	
16.		Dr. Jayachandran	Parent	
17.		JANA ELIZABETH	Faculty	
18.		Nowfel P.M	Faculty	
19.		Dr. Binu Babu	Faculty	
20.		Ms. V. Meera	Faculty	
21.		Somi. K .k	Parent	

Prepared by

Verified by

Authorized by

Signature:

Name: Rani.G.S.

Designation: Asst. Prof.

Signature:

Name: Lt Col REGINA P.F.

Designation: Asst. Prof.

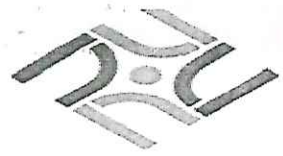
Signature:

Name: DR KAVITHAMMA P.J

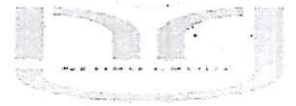
Designation: PRINCIPAL



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KERALA - 679522

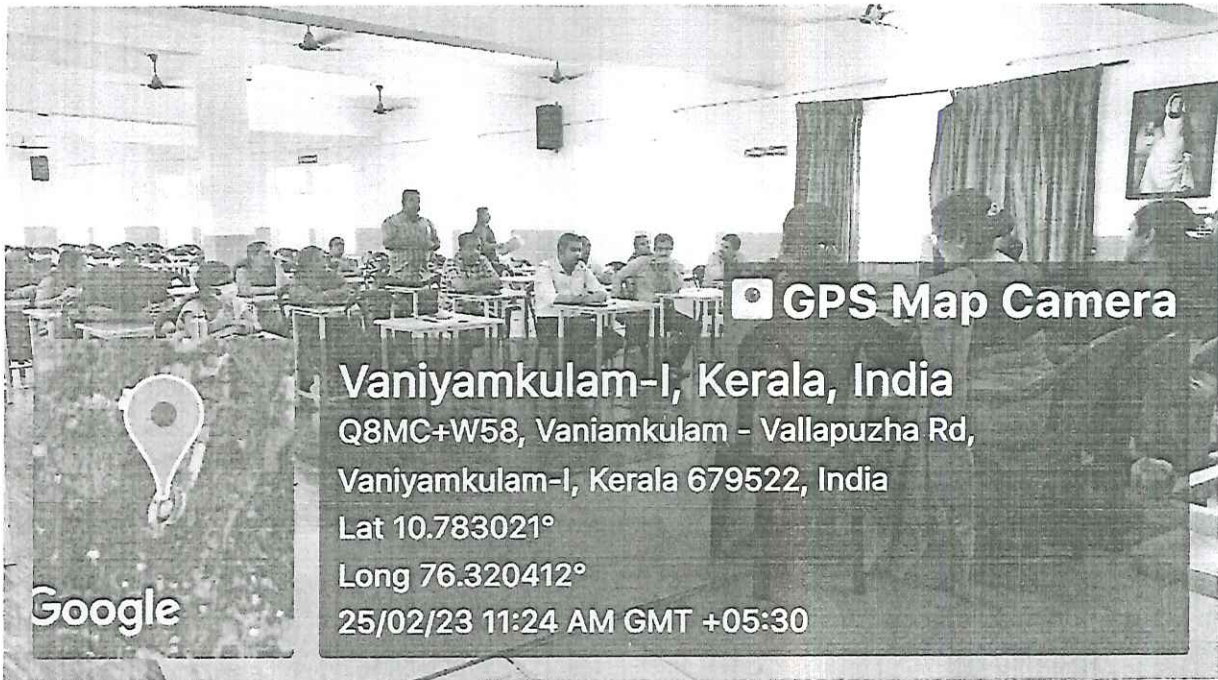


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GPS Map Camera

Vaniyankulam-I, Kerala, India

Q8MC+W58, Vaniyankulam - Vallapuzha Rd,

Vaniyankulam-I, Kerala 679522, India

Lat 10.783021°

Long 76.320412°

25/02/23 11:24 AM GMT +05:30

Google



Prepared by

Signature: *Rose Jose*

Name:

Designation:

ROSE JOSE (Asst. Prof)

Verified by

Signature: *Dr. Regina*

Name: *DR REGINA - PD*

Designation: *Asst. Prof*



Authorized by

Signature: *Dr. Kantham*

Name: *DR. KANTHAMBLE K.S*

Designation: *PRINCIPAL*

(Sponsors: Nehru College of Educational and Charitable Trust)

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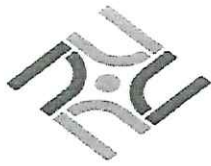


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The PTA executive team is hereby cordially informed that the next PTA Executive meeting will be held on 28.11.2022 Monday at Nehru College of Nursing, Panayur, Vaniyamkulam. The agenda of meeting is mentioned below:-

Time:- 12.30 pm
hall

Date:- 28.11.2022 (Mon)

Venue:- Conference

Agenda:

- Academic related
- Discipline
- Welcome to the parents of first year I Sem students.
- Briefing about PTA functions.
- Election for new executive members from general body of I year I Sem students' parents.
- After election of new I year I sem parents in the executive committee, the executive meeting will be held.
- Request for procuring interactive panelboard teaching aid for each class.
Kindly acknowledge the receipt of letter.

Thanking you

Yours truly,

Lt. Col. Regina P F

PTA Secretary, Nehru College of Nursing.

Prepared by

Signature:

Name: **Lt. Col. REGINA P.F.**

Designation: **NYSO P.F.**

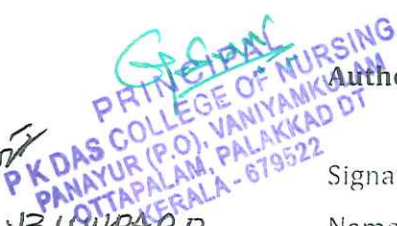


Verified by

Signature:

Name: **Dr. BINUBABD**

Designation: **PRDF**



Authorized by

Signature:

Name: **Dr. KAVITHA MOLE P.J**

Designation: **PRINCIPAL**



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MINUTES OF PTA EXECUTIVE MEETING HELD ON 28 November 2022

PTA Executive meeting was held at 12.30 pm on 28 November, 2022.

Venue: Multipurpose Hall, Nehru College of Nursing, Time: 12.30 p.m

Members Present: Total: 16 (Parents : 8 Faculty members: 6 Others: 2)

Agenda:

- Academic related
- Discipline
- Welcome to the parents of first year I Sem students.
- Briefing about PTA functions.
- Election for new executive members from general body of I year I Sem students' parents.
- After election of new I year I sem parents in the executive committee, the executive meeting will be held.
- Request for procuring interactive panelboard teaching aid for each class.

The meeting started at 12.30 p.m with one min. silent prayer. PTA president Mr. Thomas K.S. welcomed everyone. Principal Dr. Kavithamole addressed the gathering. Announced the good news about college. Awaiting the sanction for M.Sc course to be started this academic year. Madam congratulated the teamwork of everyone and the support from PTA. PTA president welcomed everyone for the executive meeting. Secretary Lt Col Regina.PF. read out the minutes of last Executive meeting which was held on 21st March, 2022. Treasurer Miss Sruti.S. explained about the account balance. Report and Account were passed by the members.

Prepared by

Signature:

Name: REGINA PF

Designation: Secy. PTA



Verified by

Signature:

Name: DR. BINUBABU

Designation: PROF



Authorized by

Signature:

Name: DR. KAVITHAMOLE. P.J.

Designation: PRINCIPAL

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Phone: 0466 - 2226000, E-mail: info@nehrunursing.com, Web: www.nehrunursing.com



Points discussed:

- Academic related: Principal madam congratulated the executive members for their support throughout the college activities.
- Welcome to the parents of first year I Sem students: Secretary explained about college activities and the inspections held for M.Sc course. Also eagerly waiting for the new parents to include in the executive group

Other points: When asked any suggestions from parents, all expressed their satisfaction and gratitude towards college activities. President Thomas.K.S. had expressed his sincere thanks to Management, Principal and the entire team of NCN.

As there were no more points to discuss, joint secretary Rani thanked everyone and the meeting adjourned at 1.00 p.m.



Prepared by

Signature:

Name: LCG REGINA P.F.

Designation: Asso-Prof

Verified by

Signature:

Name: Dr BINU BABU

Designation: PROF



Authorized by

Signature: DR. KAVITHAMBLE - P.J.

Name: DR. KAVITHAMBLE - P.J.
Designation: PRINCIPAL



MINUTES OF PTA EXECUTIVE MEETING HELD ON 28 November 2022

PTA Executive meeting was held at 1.30 pm on 28 November, 2022 .

Venue: Multipurpose Hall, Nehru College of Nursing. Time: 1.30 p.m

Members Present: Total: 20 (Parents : 12 Faculty members: 6 Others: 2)

Agenda:

- Welcome to the parents of first year I Sem students.
- Briefing about PTA functions.
- Academic related
- Discipline
- Request for procuring interactive panelboard teaching aid for each class.

Points discussed:

The meeting started at 1.30 p.m with one min. silent prayer. PTA president Mr. Thomas K.S. welcomed everyone. Principal Dr. Kavithamole addressed the gathering. Madam congratulated the teamwork of everyone and the support from PTA. PTA president welcomed everyone for the executive meeting. Secretary Lt Col Regina.PF. briefed about the functions of PTA committee.

- Academic related: Principal madam congratulated the executive members for their support throughout the college activities.
- Welcome to the parents of first year I Sem students: Secretary explained about college activities and the inspections held for M.Sc course. Also eagerly waiting for the new parents to include in the executive group.
- Principal madam briefed the parents about discipline , rules and regulations of the college.
- Secretary requested the executive members for procuring interactive panel board as teaching aid in each class rooms. Already there is one such interactive board is available in one class. The members agreed to purchase such interactive board (2 nos.) once the present batch students' PTA fund collections are updated.
- Principal madam thanked the executive members for their decision.

Prepared by

Signature:

Name: Lt Col REGINA P.F.

Designation: ASST. PROF



Verified by

Signature:

Name: DR. BINU BIJU

Designation: PROF.

Authorized by

Signature:

Name: DR. KAVITHAMOLE

Designation: PRINCIPAL



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Other points: When asked any suggestions from parents, all expressed their concern to minimize the phone usage by their children. Principal madam expressed our concern also. For time being as the students are new to college and hostel, the permission for phone will be 2 hrs. day and 12 hrs. on Sundays. Later the timing can be curtailed. President Thomas.K.S. had expressed his sincere thanks to Management, Principal and the entire team of NCN. Also extended their full support towards the functions as PTA committee for all college activities.

As there were no more points to discuss, joint secretary Rani thanked everyone and the meeting adjourned at 2.00 p.m.



GP
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P.K.DAS COLLEGE OF NURSING
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OTTAPPALAM, PALAKKAD DT
KERALA - 679522

Prepared by

Signature: *[Signature]*
Name: **LTCOL REGINA P.F.**
Designation: *[Signature]*

Verified by

Signature: *[Signature]*
Name: **DR. BINUBABU**
Designation: **PRDF**

Authorized by

Signature: *[Signature]*
Name: **DR. KAVITHAMOLE P.J**
Designation: **PRINCIPAL**



ATTENDANCE SHEET

Name of the program: PTA executive meeting

Date: 28-11-22 Venue: Conference Hall

Sl. No.	Designation	Name	Position in meeting	Signature
1.	Principal	Dr Kavithamale		
2.	Vice Principal	Prof Prinja Mary Stella	Vice Principal	thms
3.	Secretary	Lt Col Regina	PTA Secretary	QDP
4.	H.O.D	Dr Binu		Binu
5.	Treasurer	Santi S	Treasurer	Santi
6.	Jt. Secretary	Rani	Jt. Secretary	Rani
7.	President	Thomas	PTA President	Thomas
8.	Executive member	Rathy	Executive member	Rathy
9.	Rathy	Manoj K	"	Manoj
10.	"	Alimayachandran	"	Alimayachandran
11.	"	MANOJ.M	"	Manoj M
12.	"	Dr. K. A. JAYACHANDRAN	"	Dr. K. A. JAYACHANDRAN
13.	"	Sredatha	"	Sredatha
14.	"	Sony K K	"	Sony K K
15.	"	Tisha k	"	Tisha k
16.	"	SHYNI-P	"	SHYNI-P

Prepared by

Signature:

Name:

HOD REGINA-PF

Designation:

HOD Prof.

Verified by

Signature:

Name:

Dr BINURABU

Designation:

PROF

Authorized by

Signature:

Name:

Dr. KAVITHAMALE P.J

Designation:

PRINCIPAL



PRINCIPAL
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OTTAPALAM, PALAKKAD DT
KERALA - 679522

PANAYUR , PO VANIYAMKULAM, PALAKKAD DIST -679522

**MINUTES OF PTA GENERAL BODY MEETING WITH I YEAR I SEM PARENTS
HELD ON 28 NOVEMBER 2022**

PTA General body meeting was held at 1.00 pm on 28 November, 2022 .

Venue: Multipurpose Hall, Nehru College of Nursing, Time: 1.00 p.m

Members Present: Total: 103 (Parents : 95 Faculty members: 6 Others: 2)

Agenda:

- Welcome to the parents of first year I Sem students.
- Briefing about PTA functions.
- Election for new executive members from general body of I year I Sem students' parents.

Points discussed:

The meeting started at 1.00 p.m with one min. silent prayer. PTA president Mr. Thomas K.S. welcomed everyone. Principal Dr. Kavithamole addressed the gathering. Madam congratulated the teamwork of everyone and the support from PTA. Announced the good news about college. Awaiting the sanction for M.Sc course to be started this academic year. PTA president welcomed everyone especially the parents of I year I sem parents for the general body meeting. Secretary briefed about the functions of PTA committee. Treasurer Miss Sruti.S. explained about the account balance. Current balance is Rs.1.57,313.


Election of new executive members from parents of I sem to include in the existing PTA executive committee.:The following members were elected unanimously.

- | | |
|-------------------|--------------------|
| • Mr Manoj | F/O Aswin |
| • Dr Jayachandran | F/O Anagha lakshmi |
| • K. Somi | F/O Jasna K. Somi |
| • Mrs Lathy | M/O Megha Nair |

Prepared by

Verified by

Authorized by

Signature: 

Name: Lt Col REGINA P.F

Designation: Asso. Prof.



Signature: 

Name: Dr BINUBABU

Designation: PROF



Signature: 

Name: Dr KAVITHAMOLE P.J

Designation: PRINCIPAL



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- Academic related: Principal madam congratulated the executive members for their support throughout the college activities. Students are going to the clinics as per schedule. From December 5th III sessional exams will be commenced. We are please to announce that our new batch of M.Sc course will be started this academic year itself.
- Welcome to the parents of first year I Sem students: Principal madam welcomed all parents especially the I year I sem parents. Secretary explained about college activities and the inspections held for M.Sc course. We are please to announce that our new batch of M.Sc course will be started this academic year itself.

Other points:

Parents were concerned about their children's security at the hostel: Principal madam explained about the functions of our hostel. Moreover it is told that in any emergency we have hostel warden round the clock.

Parents were requesting to have a control over their students' phone usage. Principal madam explained the rules and regulations regarding mobile phone usage.

As there were no more points to discuss, joint secretary Rani thanked everyone and the meeting adjourned at 1.30 p.m.



Prepared by

Signature:

Name: H. R. RENUKA P.F.

Designation: Nurse - Prof

Verified by

Signature:

Name: Dr. BINUBABU

Designation: PROF



Authorized by

Signature:

Name: Dr. KAVITHA M. P. J.

Designation: PRINCIPAL

NEHRU COLLEGE OF NURSING

Panayur (Po) Vaniyamkulam

SEMESTER I -2022-2026 BATCH

INDUCTION CEREMONY -28-11-2022

PARENTS LIST

SL NO	NAME OF THE PARENTS	SIGNATURE
1.	A.V. Thomas	<i>Thomas</i>
2.	Saly Augustine	<i>Saly</i>
3.	SHYNI.K.S	<i>Shy</i>
4.	Alina Santiago	<i>Alina</i>
5.	ATITHA	<i>Atitha</i>
6.	Saumya Jacob	<i>Saumya</i>
7.	Jeethu Joy	<i>Jeethu</i>
8.	Vijesh malini	<i>Vijesh</i>
9.	Rakesh. R	<i>Rakesh</i>
10.	Rajaw	<i>Rajaw</i>
11.	Salam. K.K.	<i>Salam</i>
12.	Lal.K.K.	<i>Lal</i>
13.	Ashiga Soma	<i>Ashiga</i>
14.	Chandram	<i>Chandram</i>
15.	Premi yacob	<i>Premi</i>
16.	Daisy Baby	<i>Daisy</i>
17.	Sardya	<i>Sardya</i>
18.	Manjula Remesh	<i>Manjula</i>
19.	Saritha.K.	<i>Saritha</i>
20.	Sindhu Chandran	<i>Sindhu</i>
21.	Shreeja. I	<i>Shreeja</i>
22.	Shaji CP	<i>Shaji</i>
23.	Pousha	<i>Pousha</i>
24.	Salmabi	<i>Salmabi</i>
25.	Dolly Jay	<i>Dolly</i>
26.	Suri Chandran	<i>Suri</i>
27.	Radhika	<i>Radhika</i>
28.		
29.	Shandy John	<i>Shandy</i>
30.	manju	<i>manju</i>
31.	Ismail P.M	<i>Ismail</i>
32.	Pousha P.T	<i>Pousha</i>
33.	Rishika	<i>Rishika</i>
34.		
35.	Udaya prakasam.	<i>Udaya</i>
36.	MANITHA.	<i>Manitha</i>
37.	Rizka Ahmed K.L	<i>Rizka</i>
38.	Kamhalia med.K.K.	<i>Kamhalia</i>
39.	Naseema	<i>Naseema</i>
40.	Kuruvila George	<i>Kuruvila</i>
41.	Baby Salini T.P	<i>Baby Salini</i>
42.	Shant	<i>Shant</i>
43.	SUPRIYA. Km	<i>Supriya</i>
44.	Amasheda	<i>Amasheda</i>



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 OTTAPALAM, PALAKKAD DT
 KERALA - 679522

45.	MINI JINSU	ms.
46.	Jayashree	J.S
47.	Biju Sathyan	Biju
48.	Ayana.A	ms
49.	J.Jolly R.S.T	ms
50.	Arum.K.O	ms
51.	Arum.K.O Sathyan.m	ms
52.	MANOJ.M	ms
53.	Rajitha	ms
54.	Jini UJOYA	ms
55.	Renu.P.G	ms
56.	Reeba.MK	ms
57.	Abdul kadir	ms
58.	Prathia M.C	ms
59.	Prathia M.C	ms
60.	Prathia M.C	ms
61.	Rekha.K	ms
62.	Biney Smit	ms
63.	Thajumleesa	ms
64.	RAMLA	ms
65.	R.RADHAKRISHNAN	ms
66.	Siji	ms
67.	Jayachandran.CP	ms
68.	Boosy.K.U	ms
69.	Biju Varghese (Dow bijn)	ms
70.	Sakkeer Hudaib.KC	ms
71.	Sakkeer Hudaib.KC V.K	ms
72.	Sakkeer Hudaib.KC M	ms
73.	Sakkeer Hudaib.KC	ms
74.	Sakkeer Hudaib.KC	ms
75.	Sakkeer Hudaib.KC	ms
76.	Sakkeer Hudaib.KC	ms
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Signature of Class Coordinator

Signature Of Principal
 Dr KAVITHANDE.P.J



PRINCIPAL
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 OTTAPALAM, PALAKKAD DT
 KERALA - 679-22



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of NURSING**

PANAYUR (PO), VANIYAMKULAM, PALAKKAD - 679522

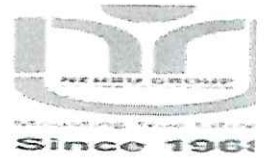
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(FORMERLY NEHRU COLLEGE OF NURSING)

ACADEMIC YEAR

2021-2022



PTA EXECUTIVE MEETING AGENDA

5th May 2022

The PTA executive teams are hereby cordially informed that the next PTA executive meeting will be held on 7.5.2022, Saturday via Google meet. The agenda of meeting is mentioned below:-

The meeting link will be provided on 7th May 2022

Time: - 7.30 pm

Date: - 07.05.2022

Venue: - Online

Agenda:

- Academics related
- University Examinations
- Lamp lighting of 10th batch students.
- Passing out ceremony of 4th and 5th batch students
- Student disciplinary matters
- Mobile phone usage.

Kindly acknowledge the receipt of letter.

Thanking you

Yours truly,

Lt. Col. Regina P F

Secretary, PTA Executive committee, Nehru College of Nursing.



Prepared by

Signature:

Name: ANJALI.K.A

Designation: LECTURER

Verified by

Signature:

Name: Lt. Col. REGINA P.F.

Designation: Lt. Col. REGINA P.F.

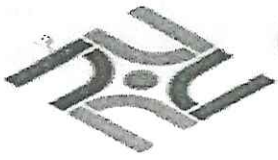
PRINCIPAL
PKDAS COLLEGE OF NURSING
PANAYUR (P.O), VANIYAMKULAM
OTTAPPALAM, PALAKKAD DT
KERALA - 679522

Authorized by

Signature:

Name: DR. KAVITHA M. L.

Designation: PRINCIPAL



MINUTES OF PTA EXECUTIVE MEETING HELD ON 7 MAY 2022

PTA General Body meeting was held at 7.30 pm on 7th May 2022.

By Google meet

Members Present: Total: 100 (Parents: 95 Faculty members: 5)

Agenda:

- Academics related
- University Examinations
- Lamp Lighting of 10th batch students.
- Passing out ceremony of 4th and 5th batch students
- Student disciplinary matters
- Mobile phone usage.

The meeting started at 7.30 pm with one min. silent prayer. PTA vice president Mrs. Jisha welcomed everyone. Principal Dr. Kavitha Mole addressed the gathering. Secretary Lt. Col. Regina. P. F. read out the minutes of last general body meeting which was held on 9th March 2022. Treasurer Miss Sruti.S. Explained about the account balance. Report and Account were passed by the members.

Action taken report:

- After induction programme on 9th March, classes started regularly for 1st years.
- Fresher's day for 1st years was conducted on 8th April 2022.
- For nurses' day celebration detailed first years to take part in different competitions.

Points discussed:

1. Academics related: Principal Madam explained the present status of the academic activities. For all batches theory and practicals are over, conducted revision classes. Now University examinations started. Only for first years the classes are going on.

2. University Examinations: For 4th year and 3rd year the University examinations have started. 2nd year and 1st year examinations also will be started in May. Practical examinations will be conducted in the hospital.

3. Lamp lighting of 10th batch students: Planning to conduct the Lamp Lighting ceremony of first years in 2nd week of June. After that students will be sent to clinical. Once the programme is fixed, the details will be informed to the parents accordingly. The uniforms are already issued to the students.

Prepared by

Signature:

Name: ANJALI.K.A

Designation: LECTURER



Verified by

Signature:

Name: LT COL REGINA.P.F.

Designation: Lt. Col. Regina P.F.

Authorized by

Signature:

Name: DR. KAVITHA MOLE.P.J

Designation: PRINCIPAL



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4. Passing out ceremony of 4th and 5th batch students: Passing out ceremony of 4th and 5th batch students will be conducted on the same day of lamp lighting. Finalization will be done immediately.

5. Student disciplinary matters: - Principal Madam informed that certain disciplinary issues have happened in recent days regarding students' out pass and going home during vacation. During the out pass, some students returned to hostel late, hence the out pass time is curtailed to only 2 hrs. During Eid Vacation students have reached home late and the parents were not informed in time. Hence it is decided to take the following action. When students are given holidays/vacation parents or authorized visitor should come and take the students home. Also they should also accompany while leaving back. If any parent is not able to come, they should come to the college and give a letter of permission to send their daughters by their own risk. While sending the students home it is decided to send them early morning of the day vacation starts. Only for short distance students, they can leave the college after the class in the evening. All parents agreed to it.

6. Mobile phone usage: It is noticed that students are using the phone without restriction. They are spending more time on social Medias, hence there are problems cropping up which includes study matter and getting into relations. When asked the parents for solution, they told the following. Smart phones can be restricted. During study time evening 8.30 pm to morning 6.00 am the phones will be deposited in the hostel. If any emergency they can contact warden any time. Instead of smart phones, normal phone can be given by the parents so that social media uses can be minimized.

7. Other points: Parents requested that next PTA should be offline, so that they can come and see the teachers and discuss about their wards. Parents were happy about the safety concern of students and the measures taken by Principal and the team. They suggested that even for boys students, when the holiday/vacation is decided it should be informed in the class PTA group, so that parents will be aware of it.

Miss. Sruti.S. Extended vote of thanks. As there were no more points to discuss, the meeting adjourned at 9 pm.

Prepared by

Signature:

Name: ANSALI.K.A

Designation:

Verified by

Signature:

Name: Lt Col REGINA.P.F.

Designation: Lt Col. P.F.

Authorized by

Signature:

Name: Dr. KAVITHAMOLE.P.

Designation: PRINCIPAL



(Sponsors: Nehru College of Educational and Charitable Trust)

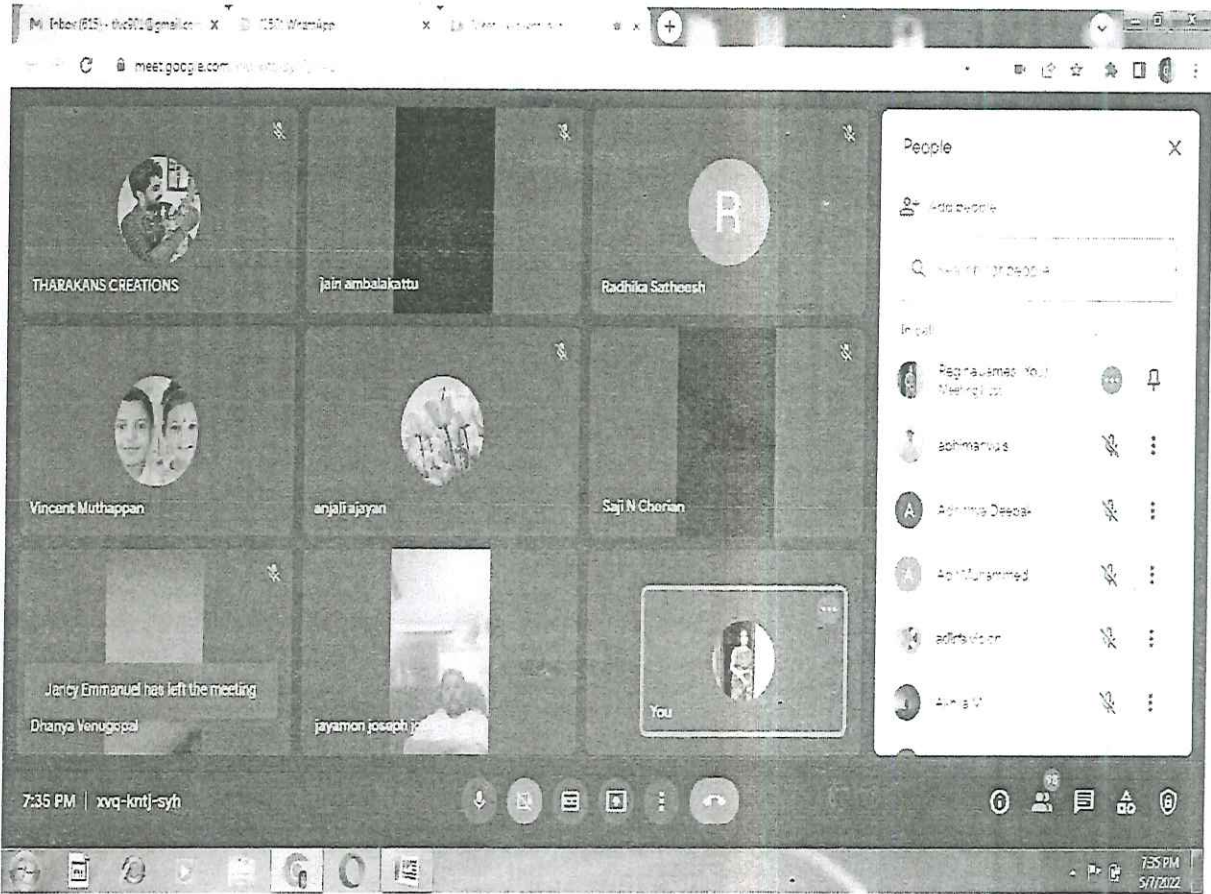
College Campus: Panayur Post, Vaniamkulam, Ottappalam, Palakkad Dist., Kerala, Pin: 679 522
Phone: 0466 - 2226000, E-mail: info@nehrunursing.com, Web: www.nehrunursing.com



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PTA General Body meeting held on 7th May 2022 7.30 pm to 9 pm via Google meet.

Prepared by

Signature:
Name: ANJALI.K.A
Designation: LECTURER,

Verified by

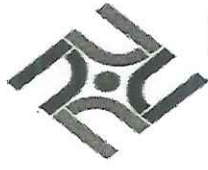
Signature:
Name: LECT REGINA P.F
Designation: ASSO PROF

Authorized by

Signature:
Name: DR. KAVITHAMBAL
Designation: PRINCIPAL



PRINCIPAL
P.K. DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIYAMKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522



NEHRU COLLEGE
of **NURSING**



PANAYUR (PO), VANIYAMKULAM, PALAKKAD DIST -679522

PTA EXECUTIVE MEETING AGENDA

19th March 2022

The PTA executive teams are hereby cordially informed that the next PTA executive meeting will be held on 21.3.2022, Monday via googlemeet. The agenda of meeting is mentioned below:-

The meeting link will be provided on Monday 21st March.

Time:- 7.00 pm

Date:- 21.3.2022

Venue:- Online

Agenda

- Welcome to new executive members
- Responsibilities of PTA executive members Clinical posting
- Academic related
- Hostel related

Kindly acknowledge the receipt of letter.

Thanking you

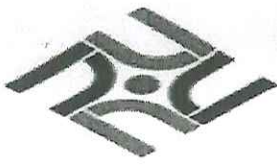
Yours truly,

Lt. Col. Regina P F

Secretary, PTA Executive committee, Nehru College of Nursing.



PK Das
PRINCIPAL
PK DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIYAMKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522



MINUTES OF PTA EXECUTIVE MEETING HELD ON 21st MARCH 2022

PTA Executive meeting was held at 7 pm on 21 March. 2022 .Monday

Online via Googlemeet. Time: 7. p.m

Members Present: Total: 14 (Parents : 8 Faculty members: 5 Others: 1)

Agenda

- Welcome to new executive members
- Responsibilities of PTA executive members.
- Academic related
- Hostel related

The meeting started at 7 p.m with one min. silent prayer. PTA secretary Lt Col Regina .P.F. welcomed everyone. Principal Dr. Kavithamole addressed the gathering. Announced the good news about college. The sanction for 90 students for next this academic year is confirmed. Madam congratulated the teamwork of everyone and the support from PTA. Secretary Lt Col Regina.P.F. read out the minutes of Generalbody meeting meeting which was held on 9th March. 2022. Treasurer Miss Sruti.S. explained about the account balance. Account balance is Rs.64950/-. The amount collected from the present first years will be deposited later. Report and Account were passed by the members.

Points discussed:


-Welcome to new executive members: Secretary welcomed the new executive members of academic year 2021-2022.

- Responsibilities of PTA executive members : Principal madam briefed about the various activities done by the PTA members. It is informed the members that executive meetings will be conducted once in 3 months. And also whenever it is required for any purpose. All executive members extended their co-operation towards the college activities.

-Academic related: Principal madam explained about the ongoing academic activities. For all batches theory portions are over and now revision classes are going on. Among 90 seats for first years, few more seats are pending from LBS quota. The classes already started for them.


-Hostel related: .Secretary informed that our first years, second years and third years are staying in girls hostel near to Nursing College. Fourth years and outgoing batch are staying at PKDIMS hostel. Students are safe and wardens are taking care of them. Executive member

Prepared by

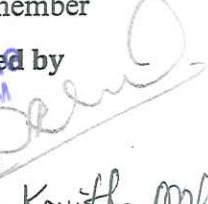
Signature: 
Name: ANJALI-K.A.
Designation: LECTURER

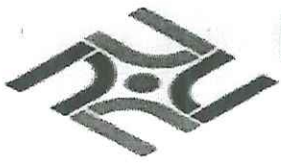


Verified by

Signature: 
Name: Lt Col REGINA P.F.
Designation: Asso. Prof

Authorized by

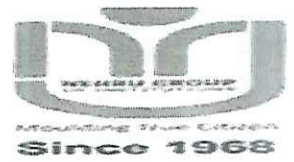
Signature: 
Name: Dr. Kavitha Mohan
Designation: Principal



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Mrs. Bindhu appreciated the care and safety of the students in Nehru College of Nursing. This was a motivating statement for the first year students' parents. In the boys' hostel, our faculty Mr. Vishnu is the Asst. warden and he will do the needful for the boys.

Other points: When asked any suggestions from parents, all expressed their satisfaction and gratitude towards college activities. They all are happy about the revisions classes and remedial measures for the slow learners.

As there were no more points to discuss, joint secretary Anjali thanked everyone and the meeting adjourned at 8.00 p.m.



Prepared by

Verified by

Authorized by

Signature:

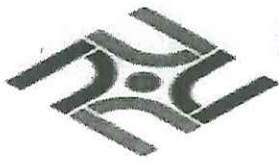
Signature:

Signature:

Name: ANJALI K A
Designation: LECTURER

Name: Lt Col REGINA P F
Designation: Asst. Prof

Name: Dr. Kari The Math P
Designation: Principal



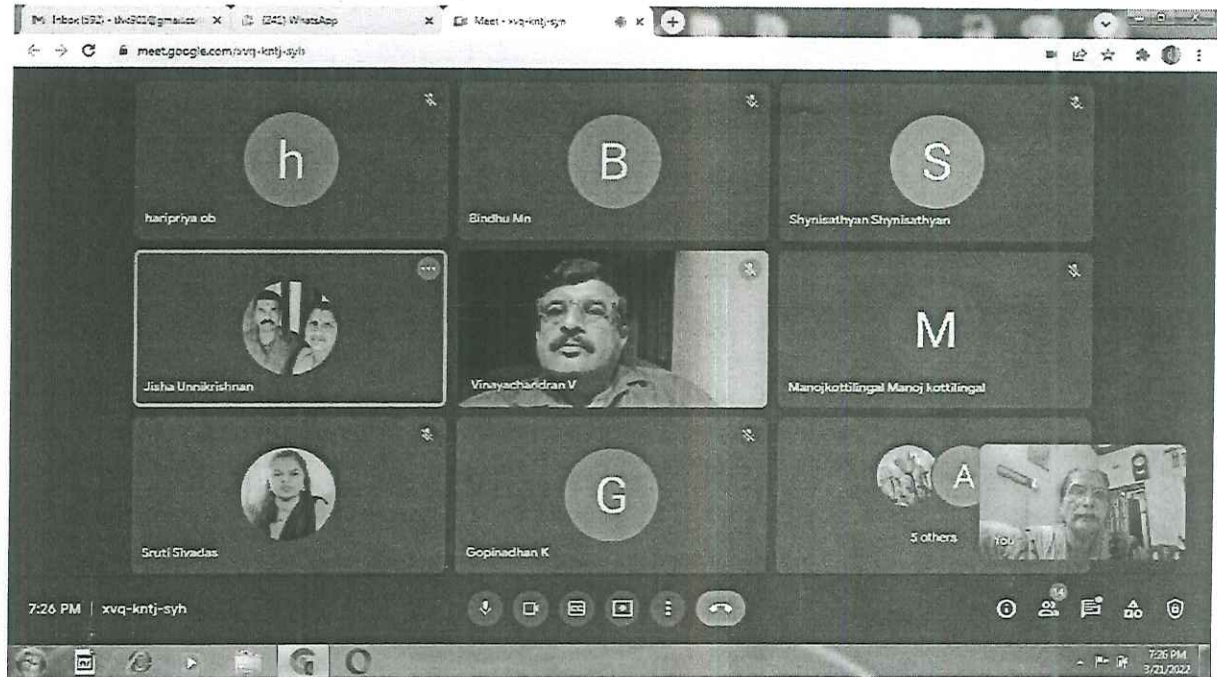
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PTA EXECUTIVE MEETING CONDUCTED ON 21/03/2022



Prepared by

Signature: *[Handwritten Signature]*

Name: ANJALI K.A

Designation: *[Handwritten Designation]*



Verified by

Signature: *[Handwritten Signature]*

Name: *[Handwritten Name]*

Designation: *[Handwritten Designation]*

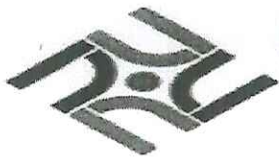


Authorized by

Signature: *[Handwritten Signature]*

Name: *[Handwritten Name]*

Designation: *[Handwritten Designation]*



MINUTES OF PTA EXECUTIVE MEETING HELD ON 9 MARCH 2022

PTA Executive meeting was held at 1 pm on 9 March 2022 .

Venue: Multipurpose Hall, Nehru College of Nursing. Time: 1. p.m

Members Present: Total: 19 (Parents : 10 Faculty members: 7 Others: 2)

Agenda:

- Evaluation of PTA executive committee of the academic year 2020-2021
- Plan for new academic year PTA committee
- About students' academic progress.

The meeting started at 1 p.m with one min. silent prayer. PTA president Mr. Varkey George welcomed everyone. Principal Dr. Kavitha Mole P J addressed the gathering. Announced the good news about college. The sanction for 90 students for next this academic year is confirmed. Madam congratulated the teamwork of everyone and the support from PTA. PTA president welcomed everyone for the executive meeting. Joint secretary Mrs Anjali read out the minutes of last Executive meeting which was held on 25th Nov. 2021. Treasurer Miss Sruti.S. explained about the account balance. Report and Account were passed by the members.

Points discussed:

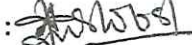
Evaluation of PTA executive committee of the academic year 2020-2021:

Principal madam briefed about the various activities done by the PTA members and congratulated all about their co-operation and effort towards the college functions. All faculties and students were satisfied with the PTA activities and expect further co-operation in the next academic year.


Plan for new academic year PTA committee:

The academic year 2020-2021 was a mixed type. There was online classes and offline classes. The new academic year 2021-2022 was commenced in Jan 2022. Now all the classes are offline and students are attending the classes regularly.

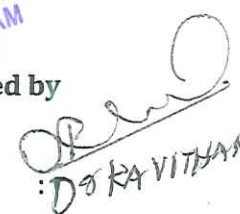
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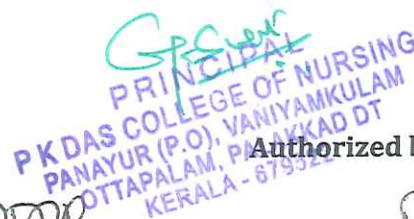
Signature : 
Name : ANJALI K N
Designation : LECTURER

Verified by

Signature : 
Name : Lt Col REGINA P P
Designation : Asst-Prof

Authorized by

Signature : 
Name : DR KAVITHA MOLE P J
Designation : PRINCIPAL





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As the new academic year have started, the present PTA executive committee will be dissolved and the new members will be elected. All parentss are been informed about the PTA general body meeting on 9th March.

About students' academic progress:

Principal madam explained about the academic status of each batch. As per University information, the University exams will be commencing in May for all the batches. Now the clinical postings are going on. Theory portions are over and the revisions are conducted as per the schedule.

Principal madam extended her sincere gratitude towards PTA President Mr. Varkey and the entire executive members for their constant support and co-operation towards all activities in the college. In the academic year 2020-2021, for curricular and extracurricular activities all members were really helpful.

PTA vicepresident Mrs. Hajira conveyed her gratitude towards Principal and the team of NCN for the great success, that is getting sanction for 90 students from this academic year onwrds. Expressed to be proud of being associated with Nehru College of Nursing.

Other points: When asked any suggestions from parents, all expressed their satisfaction and gratitude towards college activities. President Mr. Varkey Thomas had expressed his sincere thanks to Management, Principal and the entire team of NCN.

As there were no more points to discuss, joint secretary Anjali thanked everyone and the meeting adjourned at 1.30 p.m.



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PRINCIPAL
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OTTAPPALAM, PALAKKAD DT
KERALA - 679522

Prepared by

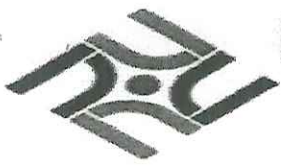
Verified by

Authorized by

Signature :
Name : ANJALI.K.A
Designation : LECTURER

Signature :
Name : Lt Col REGINA P.F.
Designation : Lt Col - P.O.D

Signature :
Name : DR. RAVITHAMOLE.P
Designation : PRINCIPAL



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NEHRU GROUP
Nursing the Nation
Since 1968

2. Mrs. Bindhu

3. Mr. Varkey George

III Year

1. Mr. Thomas

2. Mrs. Mini

3. Mr. Guruvayoorappan

II Year

1. Mr. Wilson C M

2. Mr. Sajeev. S

3. Mr. Manoj K

I Year

1. Mr. Vinayachandran

2. Mr. Suresh Kumar

3. Mr. Jaimon Joseph

4. Mrs. Shiny

Faculty members: As Secretary, Lt Col Regina P.F., Joint secretary Anjali and treasurer Miss Sruti.S were elected unanimously for the academic year 2021-2022. Principal madam congratulated all elected PTA executive members and wished all the best.

The newly elected PTA president Mr. Thomas, expressed his gratitude and assured full support at any time towards college functions. Principal madam informed that the new executive members will be called for a meeting shortly and the responsibilities will be taken over on that day.

As there were no more points to discuss, joint secretary Anjali thanked everyone and the meeting adjourned at 2 p.m.

Prepared by

Verified by

Authorized by

Signature

Signature

Signature

Name

: ANJALI-K. A.

Name

: Lt Col REGINA P.F

Name

: DR. KAVITHA M. D. P.

Designation

: LECTURER

Designation

: Lt Col REGINA P.F

Designation

: PRINCIPAL



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PANAYUR (P O), VANIYAMKULAM, PALAKKAD - 679 522
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MINUTES OF PTA GENERAL BODY MEETING HELD ON 9 MARCH 2022

For the academic year 2021-2022

Venue: Multipurpose Hall, Nehru College of Nursing. Time: 1.30 p.m

Members Present: Total : 161 (Parents : 152 Faculty members: 7 Others: 2)

Agenda:

- Welcome to the parents of first year students.
- Briefing about PTA functions.
- Election for new executive members of PTA committee

Points discussed

Welcome to the parents of first year students:

Being the Induction day of first years, maximum parents were present. PTA President welcomed all parents of first year students' to the general body meeting for the academic year 2021-2022. Also welcomed other parents for the general body meeting and PTA executive committee election.

Briefing about PTA functions.:

Principal PTA Secretary had explained about our college PTA and its various functions towards the progress of students.

Election for new executive members of PTA committee:

PTA Secretary briefed about the election procedure and the parents clarified their doubts. Election conducted and the following members were elected as PTA executive committee for the academic year 2021-2022.

PTA President: Mr Thomas.K.S

Vice President: Mrs Jisha

Members:

IV Year

1.Mrs.Jisha

Prepared by

Signature :
Name : ANJALI-K-A
Designation : LECTURER

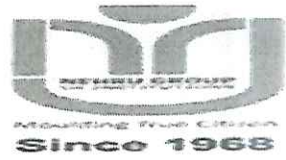
Verified by

Signature :
Name : DR REGINA P.J.
Designation : PRINCIPAL

Authorized by

Signature :
Name : DR-KAVITHANDLE P.J
Designation : PRINCIPAL





PTA EXECUTIVE MEETING AGENDA

7th March 2022

The PTA executive team are hereby cordially informed that the next PTA executive meeting and General body meeting for the academic year 2021-2022 will be held on 9.3.2022. The agenda of meeting is mentioned below:-

Time:- 1.00 pm

Date:- 9.3.2022

Venue:- Conference hall

Agenda for executive meeting

- Evaluation of PTA executive committee of the academic year 2020-2021
- Plan for new academic year PTA committee
- About students' academic progress.

Agenda for General body meeting

- Welcome to the parents of first year students.
- Briefing about PTA functions.
- Election for new executive members of PTA committee

Kindly acknowledge the receipt of letter.

Thanking you

Yours truly,

Lt. Col. Regina P F

Secretary, PTA Executive committee, Nehru College of Nursing.

Prepared by

Signature:

Name: ANJALI R-A

Designation: LECTURER



Verified by

Signature:

Name: REGINA PF

Designation: Asso Prof



Authorized by

Signature:

Name: DR. KAVITHAMOLE

Designation: PRINCIPAL

NEHRU COLLEGE OF NURSING

PANAYUR (POST), VANIYAMKULAM

STUDENT LIST (2019-2023 BATCH)

SL. NO.	NAME	Name of parent	Sign of Parent
1	AADIL MATHEW	Laya T. John	
2	ADITHYA. D. S	Dinesh. M	
3	AISWARYALAKSHMI. M. M	Manoj kumar. M. M.	
4	AJANYA. P	Shajendran. P	
5	AJITH. M. P	Mohan. P	
6	AKSA CIJI	CIJIMON SKARIA	
7	ALEENA BABU	BABU. M. VARGHEESE	
8	ALEENA NAIJU	NAIJU K. R.	
9	ALEENA THOMAS	Thomas A. I	
10	ALEENA. K. THOMAS	K. A. Thomas.	
11	ALEENA. V. GEORGE	GEORGE V. S.	
12	AMALA THOMAS	THOMAS RAJ	
13	AMRUTHA. G	GIORUVAYURAPPAN	
14	ANAKHA. K. S	VIJAYAMMA. A. K	
15	ANEETTA RIYA ROY	SOOSY ROY	
16	ANGEL ROS BIJU	BIJU. P. R.	
17	ANISHA. V. G	GIGI. V. J	
18	ANIT EMMANUEL	Emmanuel P. J	
19	ANJU RAJU	Raju. M. N	
20	ANNAINA J TOM	Kochurani Tomy	
21	ARCHANA. T. P	Sindhu. M	
22	ARYA. M. K	Sasikumar an	
23	ARYA. S	Divaraman. G	
24	ASHA MARIA THOMAS	THOMAS. K. S	
25	ASHLY MARIYA PAUL	PAUL NL	
26	ATHIRA DEEPAK	DEEPAK KUMAR	
27	BHAVYA. K	KATHIRESH KUMAR	
28	BHAVYA. P	Baburaj. P	



PRINCIPAL
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 KERALA - 679522

NEHRU COLLEGE OF NURSING

PANAYUR (POST), VANIYAMKULAM

Student List (2020-2024)

No	Name	Name of parent	Sign of Parent
1	ABHIRAMI P DAS	RAMACHANDRADAS PS	
2	AJEESH KRISHNA V	ANITHA.V	
3	ALBY MARIYA MATHEW	SHIBU JOSEPH	
4	ALEENA BINS	BINCE CHACKO	
5	ALEENA JAIMON	JAIMON THOMAS	
6	AMALA ROSE	SHIBU JACOB	
7	ANEENA ANTO	M.S ANTO	
8	ANEESHA C B	BENNY C.M	
9	ANITTA JOY	ABRAHAM PA	
10	ANITTA SARA JAISON	JAISON P.P	
11	ANJANA C R	Radhakrishnan.N	
12	ANJANA T S	SAJEEV.S	
13	ANJANA UNNI	UNNIKRISHNAN NAIR	
14	ANU AUGUSTINE	AUGUSTINE MATHEW	
15	APARNA K	Manoj Manoj.K	
16	ARDRA R	RAJESH.K.M	
17	ARIFA N A	SABITHA ASHARAPH	
18	ARYA AJAYAN	Ajayan T.V	
19	ASHLYNE BABU		
20	ASWANI AJI	AJI CHELLAPPAN	
21	ASWATHY M V	Manoj.V.P	
22	BLESSY BIJU	GEORGE JOSEPH	
23	DEVIKA S	SHIVAJI	
24	DIVYA JOHNY	Johnny Sebastian	
25	DIVYA K K	KALIDASAN.K.M	
26	FATHIMA SALAM	ABDUL SALAM	
27	GOWRI NANDANA	SUBASH.P.	
28	HARITHA HARIKUMAR	HARIKUMAR.K	



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OTTAPALAM, PALAKKAD DISTRICT
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of **NURSING**

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(FORMERLY NEHRU COLLEGE OF NURSING)

ACADEMIC YEAR

2019-2020



NEHRU COLLEGE of NURSING



PANA YUR (P O), VANIAMKULAM, PALAKKAD - 679 522

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30.09.2019

The PTA Executive team is hereby cordially informed that the next PTA Executive meeting will be held on 04.10.2019, Friday at Nehru College of Nursing, Panyur, Vaniyamkulam. The agenda of Meeting mentioned below.

Time: 2.30 Pm

Date: 04.10.2019 (Friday)

Venue: Conference Hall

Agenda

- Academic related
- Hostel Related
- Discipline
- Any other Points


Thanking You

Yours Truly

.L.t.Col.Regina.P.F

PTA Secretary, Nehru College of Nursing

Prepared By

Signature: 

Name: Abdul Nisithar

Designation: Asst Prof

Verified By

Signature: 

Name: Lt Col REGINA P.F

Designation: Asst Prof

Authorised By

Signature: 

Name:

Designation:

PTA general body meeting was held on 4th October at 2.30 pm. For the academic year 2019-2020.

Venue: multipurpose hall NCN

Members attended

- Principal : Prof. Tamil Selvi
- Vice principal : Prof. Lavanya
- Secretary : Ltcol. Regina P F
- Treasurer: Ms. Sruti S
- Asst. Secretary : Sr. Daisy Mariya
- PTA Preseident : Mr. Ramachandran
- Vice President : Mr. Muraleedharan
- NSS Programme officer : Abdul N isthar
- All class co-ordinators
- Parents : 136

Agenda

- Thanks giving to previous executive PTA members 2018-2019
- Election of new executive members for the academic year 2019-2020

Meeting started with 1mt. silent prayer. Principal Madam welcomed everybody to the meeting. Secretary read out the report of previous meeting & passed by the members were present. Treasurer announced the account balance. Welcomed all parents, especially the newly joined 1st year & their parents. It is emphasised that all parents are members of the general body. From the general body, executive members for the year 2019-2020 were elected

The meeting unanimously elected Mr. Muralidharan N V as PTA president of the academic year 2019-2020. Mr. Mohanan as vice president

Other executive members

4th year – Mr. Krishnankutty

Mrs. Vijayalakshmi

3rd year – Mr. Joy

Mrs. Ajitha Kumari

Mrs. Hajira

2nd year – Mrs. Jisha

Mr. Joshuva



G.P.S.V.
PRINCIPAL
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1st year – Mr. Tomas K S

Mr. Guruvayoorappan

Mrs. Betsy Jose

After election of executive members for the academic year 2019-2020 , principal congratulated all members. Secretary thanked all the previous executive members for their whole hearted co-operation towards PTA . president RamaChandran extended his geatitude towards principal & college team . they handed over the responsibilities to new executive members . executive meeting started at 3.15pm . the elected members from faculties are

Secretary : LtCol Regina P F

Asst Secretary : Sr. Daisy Mariya

Treasurer : Sruti S

NSS Programme Officer : Abdul Nisthar

The PTA executive meeting for the year 2019- 2019 started at 3.15pm

Agenda

- Academic
- General discipline
- About leave

Discussion

Class co ordinators explained about course details . theory & practicals. Principal madam explained about the importance of nursing curriculum & it's importance

1st year class co-ordinator Asso Prof. Sudhen Sumesh explained about the rules & regulations of college & hostel. Emphasized the importance of general discipline.

Principal madam explained about the attendance requirement for the course. Leave regulations were explained & told that all students should adhere it.. proper conduct & behaviour also assured. Also assured that students can approach their class co-ordinators in any difficulty. Sr. Daisy Mariya thanked the gathering. As there were no more points to discuss the meeting adjourned at 3.45pm.



Signature of PTA Secretary



Signature of Principal




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PTA EXECUTIVE MEETING HELD ON 19 March 2021

PTA executive meeting was held at 11.30 a.m on 19 March. 2021 .

Venue: Multipurpose Hall, Nehru College of Nursing. Time: 11.30 a.m

Members Present:

- Prof Tamil Selvi P. Principal
- Prof Lavanya Vice Principal
- PTA President: Mr. Muralidharan
- PTA Secretary: Lt Col Regina P.F.
- PTA Joint Secretary: Sr. Daisy Maria
- Treasurer: Sruthy. S
- NSS Co-ordinator: Abdhul Nisthar
- Parents: 9 members

Agenda:

- Academics
- New I year batch
- Hostel concerned
- Any other points

The meeting started at 11.30 a.m with one min. silent prayer. Principal madam welcomed everyone. Secretary Lt Col Regina P.F. read out the minutes of last PTA executive meeting which was held on 9 Dec .2020 through google meet. Treasurer Miss Sruty. S presented the PTA account details. Cash in bank is Rs. 3000. As the first years have recently joined, their fund is collected Rs.1000 per student, this will be deposited to bank shortly. Expressed the sincere gratitude towards PTA for spending the fund towards student's welfare in terms of Research money, Covid insurance and accessories like faceshield and masks for the students.

Points discussed:

- Academics: Principal madam told that as per Govt.instructions the college reopened on 4th Jan 2021 following all protocols of Covid 19. All batch students are going to the clinicals.Students are completing their clinical requirements. 4th years completed their clinical posting, model examinations and Internal assessment requirements. Now having revisions. 3rd years completed their clinical requirements, now model practical exams are going on. 2nd years and 1st years are in the clinical.



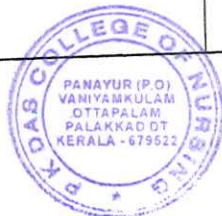
G.S.W.
PRINCIPAL
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Outgoing

NEHRU COLLEGE OF NURSING
PANAYUR (PO), VANIYAMKULAM, OTTAPALAM, PALAKKAD - 679 522

STUDENT LIST - 2017-2021 BATCH

Sl. No	Name	Name of parent	Sign of Parent
1	Akhila.K.S	Yamuna . A.S.	
2	Anamika.P.S	SKhan . P.C	
3	Angel Thomas	Thomas M.V	
4	Anjana Suresh	Suresh Kumar	
5	Anjana.T.R	Rajan K.P.	
6	Anshid Rahman	Majeed Rahman . AP	
7	Aswitha Paulose	Asha Paulose	
8	Chelsy Saju	SABU EMMANUEL	
9	Gloriya Sunny	SUNNY MATHEW	
10	Jewel Jose	Jose Thomas	
11	Jomol.V.Salamon	Salamon VI	
12	Noufiya.K.P	Ayisha . K	
13	Rajendran.R	Rajagopalan	
14	Rosmy Vincent	Seeja . K.G.	
15	Sandra.U.S	Shajumon . N	
16	Shobitha Jose	Jose C.L	
17	Aleena Rose Siby	Daiju Siby	
18	Aleena Thomas	K.K. Thomas	
19	Alkesh.P.J	James . P. L	
20	Alvy Paul	Polachan K.P	
21	Anjana Jolly	Jolly PM	



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(FORMERLY NEHRU COLLEGE OF NURSING)

ACADEMIC YEAR

2018-2019



NEHRU COLLEGE of NURSING



PANAYUR (P O), VANIYAMKULAM, PALAKKAD - 679 522

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28.09.2018

The PTA Executive team is hereby cordially informed that the next PTA Executive meeting will be held on 04.10.2018, Thursday at Nehru College of Nursing, Panyur, Vaniyamkulam. The agenda of Meeting mentioned below.

Time: 2.30 Pm

Date: 04.10.2018 (Thursday)

Venue: Conference Hall

Agenda

- Academic related
- Hostel Related
- Discipline
- Any other Points

Thanking You

Yours Truly

L.t.Col.Regina.P.F

PTA Secretary, Nehru College of Nursing


Prepared By

Signature: 

Name: Abdul Nishtar

Designation: Asst Prof


Verified By

Signature: 

Name: L.t.Col.Regina.P.F

Designation: Asst Prof

Authorised By

Signature: 

Name:

Designation:

MINUTES OF PTA EXECUTIVE MEETING HELD ON 04/09/2019

(FOR THE ACADEMIC YEAR 2018-2019)

PTA executive body meeting was held on 4th October at 2.30 pm. For the academic year 2018-2019.

Venue: multipurpose hall NCN

Members attended

- Principal : Prof . Tamil Selvi
- Vice principal : Prof. Lavanya
- Secretary : Ltcol . Regina P F
- Treasurer: Ms. Sruti S
- Asst. Secretary : Sr. Daisy Mariya
- PTA Preseident : Mr. Ramachandran
- Vice President : Mr. Muraleedharan
- NSS Programme officer : Abdul Nisthar
- All class co-ordinators
- All executive members of 2018-2019

Agenda

- Thanks giving to PTA executive members 2018-2019
- Reviewing the activities of academic year 2018-2019.
- Election of new executive members for the academic year 2019-2020

Meeting started at 2.30 pm with 1min. silent prayer. Principal Madam welcomed everybody to the meeting. Secretary read out the report of previous meeting & passed by the members were present. Treasurer announced the account balance. President Mr. Ramachandran addressed the gathering. Welcomed all members. President appreciated the team work of PTA executive members in all activities of the College. He emphasized and welcomed the co-operation and positive feeling of all members towards the college events. Everyone was active in both academic and non-academic events of college. Principal thanked everyone and the meeting adjourned at 3pm.



G. S. S. W.
PRINCIPAL
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MINUTES OF PTA EXECUTIVE MEETING HELD ON 14.03.2019

PTA executive meeting was held on 14.03.2019 at 12.15 p.m.

Venue: Multipurpose Hall, Nehru College of Nursing

Members attended

- | | |
|-------------------------|----------------------|
| • Principal | : Prof Tamil Selvi |
| • Vice Principal | : Prof Lavanya |
| • Secretary | : Lt Col Regina PF |
| • Treasurer | : Sruthi S |
| • PTA President | : Mr Ramachandran |
| • PTA vice president | : Mr Muralidharan |
| • Member | : Mr.Arumugham |
| • Member | : Mr. Krishnan Kutty |
| • Member | : Mr. Vijayalakshmi |
| • Member | : Mrs. Geetha. M. S |
| • Member | : Mr. Joy. V. K |
| • Member | : Mr. Mohanan. K |
| • Member | : Mrs. Jisha. K |
| • NSS Programme Officer | : Mr Abdhul Nisthar |

AGENDA

- Academic status
- University Examination Result
- Hostel concerned -
- General discipline
- Any other matters


Meeting started with 1 min. silent prayer. Principal, Prof. Tamil Selvi.P welcomed the gathering. Secretary read out the minutes of last meeting.



G.P.Selvi
PRINCIPAL
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Points discussed

1. **Academics.** Principal Madam explained about the ongoing academic programmes. For all the batches, I term examination is over and the progress report is getting ready. Each batch, parents will be called for signing the progress report.
2. **University Examination Result.** Except I year, all the year University results have published.
3. **General Discipline.** Principal Madam emphasised the need for maintaining good discipline in the campus. All the faculties are ensuring the same.
4. **Hostel Regarding.** Principal Madam explained about the hostel discipline. Assured that hostel warden supervises the students in all aspects including the study time.
5. **Any other matters.** Discussed about College Day celebrations and sports and Arts. Principal Madam told that College day and sports & Arts can be celebrated in the month of May after the supplementary examinations.
6. Mr. Abdul Nisthat thanked the gathering. As there was no more points to discuss the meeting adjourned at 01.30PM with lunch.


MHA REG IWA P.F.
SECRETARY
14.3.2019





PRINCIPAL
P.K.D.S. COLLEGE OF NURSING
PANAYUR (P.O), VANIYANKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522

GENERAL BODY PTA MEETING ON 09.11.2018 AT 02.00PM

AGENDA

Observing a minute silence in loving memory of founder chairman

Prayer Song

Welcome Address : Mr.Abdul Nisthar
Asst. Prof., NCN

PTA Report : Lt. Col. Regina.P.F
Asst. Prof., NCN


President Speech : Mr.P.Ramachandran
PTA President

Agenda : Academic Issues
University Examinations
Students Discipline
Any other issues
Selection of New Executive Members
for the AY 2018-2019

Vote of Thanks : Sr.Daisy Maria
Lecturer, NCN

NATIONAL ANTHEM




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**MINUTES OF PTA GENERAL BODY MEETING HELD
ON 9th NOV. 2018**

PTA general body meeting was held on 9th Nov 2018 Friday at 2 p.m.

Venue: Multipurpose Hall, Nehru College of Nursing

Members attended


- Management representative : Mrs Sumitha Krishnadas
- Principal : Prof Tamil Selvi
- Vice Principal : Prof Lavanya
- Secretary : Lt Col Regina PF
- Treasurer : Sruthi S
- PTA President : Mr Ramachandran
- PTA vice president : Mr Muralidharan
- Joint secretary : Sr. Daisy Maria
- NSS Programme Officer : Mr Abdhul Nisthar
- Asso. Prof. Sheena : Class co-ordinator
- Asst. Prof Sheeba : Class co-ordinator
- All executive members of 2017-2018 academic year
- Parents : 126 No.

AGENDA

- Academic issues
- University Examinations
- Student discipline
- Any other points
- Selection of new executive members for the year 2018-2019.

Meeting started with 1 min. silent prayer. Mr. Abdul Nisthar welcomed everybody to the meeting. PTA president Mr. Ramachandran did the presidential address. He had appreciated the activities of PTA committee in the academic year 2017-2018. Also expressed sincere gratitude towards all the executive members, other parents and college faculty for the smooth functioning of the committee. PTA has taken active role in all college activities of academic and non academic. Secretary Lt Col Regina had read out the previous meeting's minutes and treasurer Miss Sruthi S explained the account




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II year: 1. Mrs Geetha
2. Mr. Joy. V.K.

I Year: 1. Mr. Mohanan
2. Mrs. Jisha.


From faculty: Last years' same faculties were elected for the same posts this year.

Secretary : Lt Col Regina P.F.


Joint Secretary : Sr. Daisy Maria

Treasurer : Miss Sruthy S.

Principal madam congratulated everyone. Joint secretary Sr. Daisy Maria thanked the gathering. Since there was no more points to discuss, the meeting adjourned at 4 p.m. with a cup of tea. A photo sessions was also arranged with the previous and new executive members.


Lt Col REGINA P.F.
SECRETARY




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MINUTES OF PTA EXECUTIVE MEETING HELD ON 16-7-2018

PTA executive meeting was held on 17th July 2018 at 12.15 p.m.

Venue: Multipurpose Hall, Nehru College of Nursing

Members attended

- Principal : Prof Tamil Selvi
- Vice Principal : Prof Lavanya
- Secretary : Lt Col Regina PF
- Treasurer : Sruthi S
- PTA President : Mr Ramachandran
- PTA vice president : Mr Muralidharan
- Joint secretary : Sr. Daisy Maria
- NSS Programme Officer : Mr Abdhul Nisthar
- Mrs. Salma : Executive member
- Mrs Mini Joy : Executive member

AGENDA

- Academic status
- College day celebrations
- Hostel concerned
- General discipline

Points discussed.

Meeting started with 1 min. silent prayer. Principal welcomed the gathering. Secretary read out the minutes of last meeting President suggested that members should be informed about the meeting well in advance and everyone should be punctual.

Principal explained about the revision plan and tests which is going on. The ultimate aim is good result for the college. During revision, students are been supervised by the teachers. Compulsory monitoring is done. For I year weak students, special classes are arranged from 4.30 p.m. to 5.30 p.m. As per earlier suggestion, IV years' contribution towards stage curtain is been changed. It will be decided later since the multipurpose hall may need some re-structuring.



G. Suresh
PRINCIPAL
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MINUTES OF PTA EXECUTIVE MEETING HELD ON 03-5-2018

PTA executive meeting was held on 3rd May 2018 at 11.30 am.

Venue: Multipurpose Hall, Nehru College of Nursing

Members attended

- | | |
|-------------------------|---------------------|
| • Principal | : Prof Tamil Selvi |
| • Vice Principal | : Prof Lavanya |
| • Secretary | : Lt Col Regina PF |
| • Treasurer | : Sruthi S |
| • PTA President | : Mr Ramachandran |
| • PTA vice president | : Mr Muralidharan |
| • Joint secretary | : Sr. Daisy Maria |
| • NSS Programme Officer | : Mr Abdhul Nisthar |
| • Mrs. Salma | : Executive member |
| • Mrs Mini Joy | : Executive member |
| • Mrs Radha | : Executive member |
| • Mrs. Girija | : Executive member |
| • Mrs Sreepriya | : Executive member |
| • Mr James P.L. | : Executive member |

AGENDA

- Welcome address
- Academic status
- Hostel aspect
- Class tour of students
- Farewell and thanksgiving –IV years

Points discussed

Meeting started with 1 min. silent prayer. Principal welcomed the gathering. Secretary read out the minutes of last PTA executive meeting. President has suggested that in next meeting onwards report can be read in Malayalam so that all parents will



G. S. S.
PRINCIPAL
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Class tour

While discussing the class tour PTA executive committee unanimously decided that only 1st years and 4th years can go for tour. For 1st years one day tour inside Kerala-after completion of 1st year university examinations. For 4th years, 2days and 3 night tour outside Kerala-before completing academic year.


Farewell and thanksgiving

Farewell and thanksgiving can be scheduled on same day. Uniform dress code is been abolished. Avoid spending extra money for stage decoration etc. Parents showed interest in celebrating the college day as a grand function.

Other points

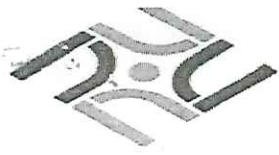
It is decided to suggest that 4th years can contribute in getting stage curtain and executive committee decided to contribute in getting side curtain for permanent use.

Joint Secretary Sister Daisy Maria thanked the gathering. Since there was no more points to discuss, the meeting adjourned at 12.40PM.


SECRETARY
3.5.18




PRINCIPAL
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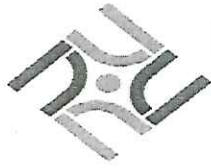
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Since 1968



NEHRU COLLEGE of NURSING

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PANAYUR, PO VANIYAMKULAM, PALAKKAD DIST -679522

MINUTES OF PTA GENERAL BODY MEETING WITH I YEAR I SEM PARENTS HELD ON 28 NOVEMBER 2022

PTA General body meeting was held at 1.00 pm on 28 November, 2022 .

Venue: Multipurpose Hall, Nehru College of Nursing. Time: 1.00 p.m

Members Present: Total: 103 (Parents : 95 Faculty members: 6 Others: 2)

Agenda:

- Welcome to the parents of first year I Sem students.
- Briefing about PTA functions.
- Election for new executive members from general body of I year I Sem students' parents.

Points discussed:

The meeting started at 1.00 p.m with one min. silent prayer. PTA president Mr. Thomas K.S. welcomed everyone. Principal Dr. Kavithamole addressed the gathering. Madam congratulated the teamwork of everyone and the support from PTA. Announced the good news about college. Awaiting the sanction for M.Sc course to be started this academic year. PTA president welcomed everyone especially the parents of I year I sem parents for the general body meeting. Secretary briefed about the functions of PTA committee. Treasurer Miss Sruti.S. explained about the account balance. Current balance is Rs.1,57,313.

Election of new executive members from parents of I sem to include in the existing PTA executive committee.:The following members were elected unanimously.

- | | |
|-------------------|--------------------|
| • Mr Manoj | F/O Aswin |
| • Dr Jayachandran | F/O Anagha lakshmi |
| • K. Somi | F/O Jasna K. Somi |
| • Mrs Lathy | M/O Megha Nair |

Prepared by

Signature:

Name: Lt Col REGINA P.F.

Designation: Asst. Prof.



Verified by

Signature:

Name: Dr - BINUBABU

Designation: PROF

Authorized by

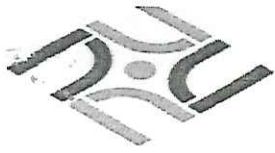
Signature:

Name: Dr KAVITHAMOLE P.J

Designation: PRINCIPAL

(Sponsors, Nehru College of Educational and Charitable Trust)

College Campus: Panayur Post, Vaniyamkulam, Ottappalam, Palakkad Dist., Kerala, Pin: 679 522
Phone: 0466 - 2226000. E-mail info@nehrunursing.com Web www.nehrunursing.com



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Since 1968

- Academic related: Principal madam congratulated the executive members for their support throughout the college activities. Students are going to the clinics as per schedule. From December 5th III sessional exams will be commenced. We are please to announce that our new batch of M.Sc course will be started this academic year itself.
- Welcome to the parents of first year I Sem students: Principal madam welcomed all parents especially the I year I sem parents. Secretary explained about college activities and the inspections held for M.Sc course. We are please to announce that our new batch of M.Sc course will be started this academic year itself.

Other points:

Parents were concerned about their children's security at the hostel. Principal madam explained about the functions of our hostel. Moreover it is told that in any emergency we have hostel warden round the clock.

Parents were requesting to have a control over their students' phone usage. Principal madam explained the rules and regulations regarding mobile phone usage.

As there were no more points to discuss, joint secretary Rani thanked everyone and the meeting adjourned at 1.30 p.m.



G. Srinivas
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OTTAPALAM, PALAKKAD DT
KERALA - 679522

Prepared by

Verified by

Authorized by

Signature: *[Signature]*

Signature: *[Signature]*

Signature:

Name: *LEELA REGINA P.F.*

Name: *Dr. BINUBABU*

Name: *Dr. KAVITHANDLE P.J.*

Designation: *Nurse - P.F.*

Designation: *PROF*

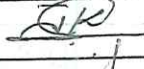



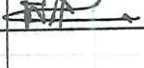







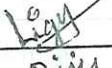

Designation: *PRINCIPAL*

(Sponsors: Nehru College of Educational and Charitable Trust)

College Campus: Panayur Post, Vaniyamkulam, Ottappalam, Palakkad Dist., Kerala, Pin: 679 522

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NEHRU COLLEGE OF NURSING
 PANAYUR (PO), VANIYAMKULAM
STUDENTS LIST (2018-2022 Batch)

Sl. No	Name	Name of parent	Sign of Parent
1	ACHSAH CHERIAN	Cherian	
2	AKHILA K	Jisha K	
3	ALEN CHERIAN	T.C Cherian	
4	ALOUSIYA RACHEL	Vaikey George	
5	ALPHONSA GEORGE	GEORGE	
6	AMAYA. S. V	Vineetha.	
7	ANAGHA MOHAN V	MOHAN	
8	ANAGHA SURESH KUMAR	SURESHKUMAR	
9	ANEENA JOSHI	BINDU JOSHY	
10	ANGEL ROSE	JOLLY V S	
11	ANISHA M R	Ramankutty	
12	ANJALI L	Basath.	
13	ANJANA MARY JOSE	MARGRET GEORGE	
14	ANJU SAJU	Viji SAJU	
15	ANNU ROSE	Joty	
16	ANSIL SHABU	Fathima	
17	ANU A J	Jolly	
18	APARNA AS	SAJEEV	
19	APARNA S ANIL KUMAR	ANILKUMAR	
20	ARUN K	Suresh	
21	ASHNA C REJI	REJI	
22	ASSIYA	SIDDIQUE	
23	ASWATHY K SUDHEER	SUDHEER	
24	ATHIRA MS	SUNIL	
25	AYANA E M	USHA K. K	
26	BEGEENA ELDMOSE	ELDMOSE	
27	BILGA JOHNSON	LIGY JOHNSON	
28	BITTY BIJU	BIJU	



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PARENT TEACHERS ASSOCIATION

BYE – LAWS



KERALA UNIVERSITY OF HEALTH SCIENCES THRISSUR

PARENT TEACHERS ASSOCIATION



G.P. Ch...
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(Approved by 49th meeting of Governing Council held on 08.11.2018 Vide item.no.49.59)

Affiliated Colleges of KUHS

RULES AND REGULATIONS

1. Name :

The name of the Association shall be 'Parent Teachers Association, *..name of the College*'

2. Office:

The office of the Association shall unless otherwise decided by the General body, be situated at the *..name of the College*, herein after called the College.

3. Aims and Objectives:

The objects of the Association shall be,

- a. To foster and promote good understanding and co-operation between members of the teaching staff, students and guardians of the students of the college.
- b. To inculcate in the members a keen interest in the working and progress of the college:
- c. To plan and execute such measures as will enable members to take an active and useful part in the development, improvement and welfare of the college.
- d. To induce all parents of the students of the college to effectively and actively co-operate with the college authorities in maintaining good disciplines and high standards among the students:
- e. To define suitable ways and means with a view to prevent students unrest and to assist and co-operate with the college authorities in running the college smoothly during times of stress if any.
- f. To take suitable action regarding, and make representations to the Government and other concerned authorities on matters relating to addition of accommodation introduction of new courses, improvement of hostel facilities and such other matters concerning the general progress of the college.
- g. To institute scholarships, prizes etc to encourage students in matters of studies and other healthy activities consistent with the rules of the college.




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- h. To plan and execute any items of work that will be beneficial of advantageous to the students and/or college.
- i. To convene meetings and conventions of students guardians and teachers.
- j. For the propose of carrying out all or any of the objects of the Association, to receive or collect grants, donations, gift etc. from members, non-members, Government and other institutions.

4. Membership:

- a. The guardians of all the under-graduate and post-graduate students and house surgeons/interns of the college during any year are eligible to be the members of the Association during that year and the members shall form the general body of the Association.
- b. The guardians of the students of the college shall be required to fill in a membership form and this shall be done at the time of admission of his ward to a course of study in the college or at any other time. It is mandatory to become member of PTA
- c. All the parent/guardian shall be a member of the association and when a student leaves the college his guardian if so fact ceases to be a member.
- d. All parents/guardian on admission as member shall pay a membership fee to the Association. The College Council shall have the power to fix the fees from time to time. This subscription shall not be refunded. If the parent /guardian has more than one ward admitted to the College, need to pay only one subscription.
- e. The principal and all members of the teaching staff of the college shall be the members of the Association.

5. Administration:

- a. The administration of the Association shall be vested in an executive committee elected for the purpose.
- b. The executive committee shall consist of (i) a president (ii) a vice-president (iii) a secretary (iv) a Joint secretary and (v) a treasurer and (vi) not more than eight members. The President and Vice-president should be elected from the parents and secretary, joint secretary and treasurer should be elected from the teachers. Eight executive committee members six and two each from the parents and teachers – constituencies respectively should be elected. In addition to these the Programme Officer of National Service Scheme, staff



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Advisor of College Union and Deputy/Assistant wardens of hostels also shall be included as ex officio members. The principal shall be the patron of the Association;

- c. The term of office of the committee shall be one year (The year for this purpose shall be from first January to 31st December).
- d. The committee for an year shall be elected in the month of December.
- e. Not withdrawing anything contained in the above position the committee shall continue to hold office till a new committee is elected and assume charge. However this period so extended shall not be more than 6 months unless there are special reasons.

6. Powers and responsibilities of the Executive Committee

General Subject to the control of the general body

- a. The committee shall have the power to manage all the affairs of the Association, incur and meet all necessary expenses of the Association, exercises all such powers of the Association and do on behalf of the Association all such acts are not inconsistent with these rules and as required to be done for the effective working of the Association.
- b. The committee shall have the power (i) to accept applications for membership and enlists, members, (ii) to take decisions on urgent matters by circulating the related papers among its members subject to ratification at the next meeting of the committee. (iii) to hold meetings of the committee at least twice in a working term of the college. (iv) to periodically check the registers and other records of the Association (v) to place before the General Body a report on the working of the Association during the previous year together with an audited account of the income and expenditure of the Association during the year. (vi) to give effect to and execute the decisions taken by the General Body. (vii) to receive and dispose of suggestions and complaints from members as well as non members. (viii) to suggest amendments to any of the rules of the Association and frame new rules for the consideration of the General Body. (ix) to fill up any casual vacancy in the Executive Committee (x) to perform all other acts and things connected with the administration of the Association and transactions of its business and protection and safety of its properties.



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7. Responsibilities of the office bearers

a. **The President.**

(i) Shall have general control over the affairs of the Association and (ii) shall preside over the meetings of the Executive committee and of the General Body of the Association. (iii) Shall have the power to convene special meetings of the Executive committee either on his own initiative or on the written requisition of not less than four committee members.

b. **The Vice President:**

In the absence of the President the Vice President shall perform the duties of the President.

c. **The Secretary**

(i) Shall receive all applications for membership of the Association and produce them for the consideration of the Executive Committee. (ii) Shall maintain proper registers and records of the Association and keep in his custody of all official papers of the Association and attend to all correspondence on behalf of the Association. (iii) Shall convene regular meeting of the Executive Committee and the General Body as may be required by these rules. (iv) Shall keep a minute book where in the proceedings of the Executive Committee and of the General Body shall be recorded. (v) Shall supervise the collections of other contribution to the Association and account to the Treasurer such of the collections are made by or through him. (vi) Shall have power to incur such items of contingent expenditures as may be deemed necessary by the committee for the performance of its duties for which shall be provided with a permanent fund to be fixed by the Executive Committee and to render an account of the expenditure incurred, supported by proper vouchers, to the Treasures and get himself re-imbursed as and when necessary. (vii) Shall perform all functions assigned to him from time to time by the Executive Committee or by the president.

d. **The Joint Secretary:**

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

e. **The Treasurer:**



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- (i) Shall be the sole custodian of all the cash and valuables and the connected account books, receipt books, vouchers, pass books etc. of the Association. (ii) Shall jointly operate with secretary the current, savings bank and other accounts such as time deposits, fixed deposits etc. that may be opened in such bank or banks as may be approved by the Executive Committee (iii) Shall maintain proper records and book of the account in respect of all payments and receipts on behalf of the Association and produce them for the approval of the Executive Committee at its ordinary meetings. (iv) Shall get the annual accounts audited and place the audited accounts before the Executive Committee and the General Body (v) Shall have such other functions as may be entrusted to him by the Executive Committee from time to time. (vi) The cash in hand with the Treasurer shall not exceed the amount fixed by the Executive Committee from time to time. The balance shall be remitted in the Bank on the next working day of the Bank.

8. Meeting of the Executive Committee:

- a. The quorum for a meeting of the Executive shall be eight.
- b. The president shall preside over the meetings and in his absence the vice-president. If the Vice-president is also absent, any member of the committee present at the time shall be elected to preside over and function as the president of the meeting.
- c. The decisions by a majority of votes shall prevail in disposing off matters considered at the meetings and in the case of equality of votes the chairman of the meeting shall have a casting vote.
- d. If a member unavails without valid reason for three consecutive meetings of the executive committee his membership will be ceased to exist and the vacancy will be filled up from among the members by nomination for the remaining terms of the committee.

9. General Body and its meetings:

- a. The General Body shall be the supreme authority concerning all affairs of the Association.
- b. The quorum of every meeting of the General Body shall be 20 or 1/5 of the total number of members whichever is less.



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c. The General Body shall :

(i) Receive from the Executive Committee a report on the working of the Association and the audited accounts for the proceeding year and after discussion, adopt or modify the report and accounts as it may deem fit and proper. (ii) Elect Executive Committee members from the respective constituencies. The returning officer for conducting elections shall be appointed from the members by the Executive Committee. (iv) Consider any other business brought before it by the Executive Committee or members.

d. Clear fifteen days notice shall ordinary be given to the members for a meeting of the General Body. But emergent meeting may be called at shorter notice.

e. If within the 30 minutes of the time fixed for the standing of a meeting, no quorum is formed, the meeting shall stand postponed to the same day and time of the next week. No quorum shall be necessary for such an adjourned meetings. But if the meeting is special one called on the requisition of members it shall be dissolved in case of such absence of a quorum.

f. A special meeting of the General Body shall be summoned on written requisition for such a meeting by at least one eight of the total members or 20 members whichever is less and at such a meeting the subject for consideration shall be only that indicated in the request of the members. In case the president does not call a special – meeting within 30 days of the receipt of the requisition, any of the signature shall convene such a meeting.

10. General


a. The members of the Executive Committee shall work on an honorary basis.

b. The Association shall have all office equipments as are ordinarily necessary for running it. The Association shall have a seal and it shall be in the safe custody of the Secretary.

c. All documents executed by the Association shall be signed by the President, the Secretary and the Treasurer of the Executive Committee and bear the seal of the Association.

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




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- e. In case of dissolution of the Association at anytime, all properties of the Association shall be taken over by the Principal and disposed off as decided by the General Body meeting called for the dissolution or by the college council in case such meeting could not be summoned.
- f. None of the above rule shall be alerted, amended, rescinded or added by the PTA of individual colleges.



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