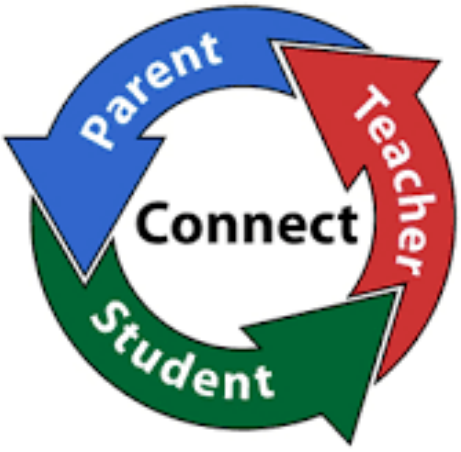
KOTTAKKAL FAROOK

ARTS & SCIENCE COLLEGE

PARAPPUR P.O, KOTTAKKAL, MALAPPURAM DISTRICT, KERALA, 676503



STANDARD OPERATING PROCEDURES (SOP)

PARENT TEACHER ASSOCIATION

SOP for General Body Meetings

1. **Preparation**
    - Schedule the annual meeting and inform all members in advance.
    - Prepare the agenda and circulate it among the members.
    - Ensure all necessary documents (annual report, audited accounts, proposed budget) are ready for presentation.
2. **Conducting the Meeting**
    - The President calls the meeting to order.
    - Secretary reads the minutes of the previous meeting for approval.
    - Presentation and approval of the annual report.
    - Presentation and approval of audited accounts.
    - Presentation and approval of the budget for the ensuing year.
    - Election of office bearers.
    - Discussion of proposed amendments to rules and regulations.
    - Open floor for suggestions on academic standards and infrastructural facilities.
    - Meeting adjournment.
3. **Post-Meeting**
    - Secretary prepares the minutes of the meeting and circulates them among members.
    - Implement approved actions and monitor progress.

SOP for General Executive Committee Meetings

1. **Preparation**
    - Schedule periodic meetings and inform all committee members.
    - Prepare the agenda and circulate it among the members.
    - Collect reports on ongoing activities and projects.
2. **Conducting the Meeting**
    - The President calls the meeting to order.
    - Secretary reads the minutes of the previous meeting for approval.
    - Review of ongoing activities and projects.
    - Discussion and approval of new proposals.
    - Financial review and approval of expenditures.
    - Planning for upcoming events and activities.
    - Meeting adjournment.
3. **Post-Meeting**
    - Secretary prepares the minutes of the meeting and circulates them among members.
    - Implement approved actions and monitor progress.

SOP for Class PTA Meetings

1. **Preparation**
    - Schedule meetings after each examination and inform all class PTA members.
    - Prepare the agenda, focusing on student performance and class-specific issues.
2. **Conducting the Meeting**
    - The Class Advisor calls the meeting to order.
    - Review of student performance and discussion of academic concerns.
    - Development of strategies to support students needing additional help.
    - Planning and coordination of class-specific events and activities.
    - Addressing individual student concerns related to academics, behavior, and well-being.
    - Open floor for parent feedback and suggestions.
    - Meeting adjournment.
3. **Post-Meeting**

- Convener prepares the minutes of the meeting and circulates them among members.
- Implement agreed-upon actions and monitor progress.

SOP for Financial Management

1. **Fund Collection**
   - Establish rules and regulations for fund collection approved by the General Body.
   - Maintain a transparent and accountable process for collecting funds.
2. **Expenditure**
   - All expenditures must be approved by the Executive Committee.
   - Maintain proper records of all financial transactions.
3. **Reporting**
   - Treasurer prepares periodic financial reports for review by the Executive Committee.
   - Present audited financial statements during the annual General Body meeting.

SOP for Event Planning and Coordination

1. **Planning**
   - Identify events and activities to be supported by the PTA.
   - Form committees to handle different aspects of event planning and execution.
2. **Execution**
   - Ensure all logistical arrangements are in place.
   - Coordinate with relevant stakeholders (teachers, students, parents) for smooth execution.
   - Monitor the progress and address any issues promptly.
3. **Post-Event**
   - Evaluate the success of the event and collect feedback.
   - Prepare a report and present it to the Executive Committee.