

DAV PUBLIC SCHOOL, NIMAPARA

PROCEDURE FOR CONSTITUTION OF PTCC

With reference to the information received from the office of the Regional Officer, DAV Institutions Odisha Zone – I, it is for the information of all parents that the Parent Teachers Co-ordination Committee (PTCC) shall consist of 14 parents' representatives from class LKG to XII and 7 teachers' representatives in case of Senior Secondary Schools. The Schools having Nursery/Pre-LKG can have 15 parent representatives.

The Parents' representatives will be selected out of the nominations received for the purpose so that one parent will represent to one class.

- The term of the PTCC will be for one year or till the next PTCC is constituted whichever is earlier. Out of the parents' representatives, 50% members will be ladies (Mother/Lady Guardians of the students).
- For classes LKG, I, III, V, VII, IX & XI Fathers/Male Guardians of the students can file their nomination, whereas for other classes (Pre-LKG, UKG, II, IV, VI, VIII, X & XII) Mothers/Lady Guardians of students can file nomination.
- The schools shall invite nominations from the parents for a session after the admission are over every year by notification to be the parents' representative of a particular class in the PTCC as per the prescribed proforma.
- The nomination form should be submitted by the parents in a sealed envelope through the students diary/ in person to the school office by the stipulated date.
- The parents those who have already been selected as PTCC members in any academic session should not submit their nominations for the subsequent academic sessions as the policy of DAV, CMC, New Delhi to involve more number of parents in the school activities to have their expertise suggestions for the betterment of the DAV system.
- If more number of parents file nominations in a particular class, the selection of representative should be done by the following methods.

- Parents filed nominations in a particular class should be invited to have an interaction among themselves and unanimously suggest one name to the school.
- If they fail to select one representative from a class, then one member should be selected through lottery from among the nominations received from the parents of a particular class.

Schedule:-

- Issue of notice to the parents for formation of PTCC.
- Selection of PTCC members on a specific date as per notice.
- Communication to Regional Directorate for onward communication to DAVCMC.
- 1st PTCC meeting of the selected members after the formation PTCC through notice.

Sd/-
Principal