CIRCULAR

Sub: Mega Parents Teachers' Meeting.

As the efforts made by parents and teachers play a vital role in the all round development of the students, it is imperative to coordinate their efforts in an efficient way. Therefore, in order to bridge the communication gap and develop a harmonious relationship between parents and teachers a Mega Parent Teachers’ Meeting (PTM) is scheduled to be held on 24.07.2016 (Sunday) at 08:00 AM to 01:00 PM in morning shift and 02:00 PM to 07:00 PM in evening shift Government Schools under the Directorate of Education.

All the Heads of School are hereby directed to organize the Mega PTM as per the schedule above and to adhere to the following guidelines:

- Parents of all the students of Govt. Schools shall be informed in writing by way of attractive colorful invitation notes/cards and a note in the student’s diary through the concerned Head of School 6 to 7 days, in advance.
- Schools shall be decorated and the parents shall be welcomed warm heartedly by a welcome committee of teachers and student volunteers.
- Provision for decoration and giving a cup of tea and biscuits for the parents shall be made by the concerned Head of School. Expenditure in this regard shall be made out of budget head ASF-S&M 2202 02 800 98 00 21 during 2016-17.
- Schools are allowed to incur expenditure on each of the two PTMs in this regard on the basis of their enrolment as given under:

<table>
<thead>
<tr>
<th>Enrolment of School</th>
<th>Expenditure Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upto 1000</td>
<td>Rs. 3000/-</td>
</tr>
<tr>
<td>1000-1500</td>
<td>Rs. 4000/-</td>
</tr>
<tr>
<td>1501-2000</td>
<td>Rs. 5000/-</td>
</tr>
<tr>
<td>2001-2500</td>
<td>Rs. 6000/-</td>
</tr>
<tr>
<td>2500 and above</td>
<td>Rs. 7000/-</td>
</tr>
</tbody>
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- Parents will meet the Class Teacher as well as concerned subject Teachers.
- The class teachers will be in their respective class rooms with the academic and non academic record of the students.
  - The volunteer students of class IX/XI will be guiding the parents to different teachers.
The class teacher/subject teacher would be discussing for 5-10 minutes the performance of each student with the parent. Positive aspects about the child to be discussed more.

- Teachers will brief the parents about the New Academic Plan under which level wise learning support is to be given to all students and efforts to be made for improving the learning levels of the students throughout the session.
- Record of PTM class wise is to be maintained. Signatures of attending parents will be obtained and letters to be sent to defaulter students.
- Main points for briefing shall include:
  - For class KG to VIII:
    - Emphasis on breakfast & cleanliness of the students.
    - Regularity and punctuality shall be emphasized upon.
    - The material developed under Jodo Gyan, Pragati initiative has to be used, parents to support the initiatives.
  - For Class IX:
    - Awareness regarding the non-applicability of No Detention Policy and failure of majority of the students in the examination of Class IX.
    - The criteria regarding minimum 25% score required in Summative Assessments shall be made clear to the parents for class IX.
    - Importance of attendance shall also be explained to the parents. 75% attendance is compulsory for appearing in final examination for classes IX to XII.
    - Parents of students of class IX, who have failed twice or more, will be informed about the Modified Patrachar Scheme of Exam.
    - Parents to monitor their wards copies etc regularly.
    - Feedback received from the parents shall be noted diligently.
- Second mega PTM date to be announced later.
- Mobile numbers of Parents to be updated in school records.
- ‘Chunauti-2018’ is the New Academic Plan to support class IX.

This issue with the prior approval of the Competent Authority.

(Usha Rani)
DDE (School)

All Heads of Govt. Schools under Directorate of Education through DEL-E

No. DE.23 (A) /Sch.Br./2016/ 16/66-161 Dated: 29-06-2016

Copy to:-
1. PS to Secretary (Education).
2. PS to Director (Education).
3. All RDEs/DDEs (District/Zone)/DEOs for information and necessary action.
4. OS (IT) to please paste it on the website.
5. Guard File.

(Tapeshwar)
DEO (School)