



F.No 7-6 /2017/NVS(SA)

Date 02-05-2017  
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To,

Deputy Commissioner  
Navodaya Vidyalaya Samiti  
All Regional Offices.

विषय: Functioning of Parent teacher council and non collection of PTC fund.

Sir/Madam,

Samiti has issued guidelines explaining aims and Objectives of PTC, its composition, constitution and functions vide circular F.No.1-5/2002-NVS(SA) Dated:28th Aug. 2002.

Instructions were issued for conducting PTC meetings regularly vide circular no F.No. 1-2/2013-NVS (Comm.) February 20, 2013.

Circular No F. 7-6/2015/NVS(SA) Dt 23-7-15 explains that JNV should not to collect money from parents directly or indirectly in the name of PTC fund or for any other purpose.

Instructions were also issued vide circular NoF 7-6/2015/178 Dt 27-6-16 not to collect money from parents by any staff, a notice to this affect must be placed on notice board and on the website of the JNV.

In spite of above guidelines and clear instructions, samiti is getting complaints that in few JNVs Principal/Staff are collecting money from the parents at the time of admission, at the time of clearing dues or in the name of providing facilities to the students. Samiti has taken a serious view of it.

**Conduct of PTC meeting:-**

It is here by reiterated that Principals must conduct Parents meetings on second Saturdays as per the guidelines given below.

- a) Principal as the Chairman must constitute PTC-Executive body consisting of 15 parent members, 5 teachers and Vice principal as member secretary and place the list in the website of the Vidyalaya. Every second saturday of the month would be the day of visit of parents and conduct of PTC Executive body meeting.
- b) The routine activities are replaced with following activities on the day of PTC.
  - 1) Parents meet children from 9.00.a.m to 10.00.a.m.
  - 2) Class teachers and co-class teachers of the respective classes will be available in the classrooms along with profile registers of the students from 10-00 AM to 11-00 AM. They will explain the parent along with child, various observations on the performances (academic results) of the child and areas of improvement in an elderly manner not as complaints.
  - 3) House masters must conduct Parents meeting in the academic block from 11.00 am to 1.00 pm to discuss issues related health, safety security, behaviour, academic results, family background of each and every child by the way of counselling not by the way of making

complaints to the parents. AHMs must be with the students whose parents do not come.

- 4) The Principal must conduct PTC Executive body meeting along with class teachers and HMs to discuss various problems of children from 2-00 PM to 3-30 PM and minutes must be recorded.
- 5) Principal should invite nominee of chairman VMC for participation in PTC meetings.

**Non collection of PTC fund by the Principal:-**

- a) No staff members of JNV including principal should collect money directly or indirectly from the parents except NVN fee.
- b) If parents wish to help the vidyalaya by providing any additional facility (which JNV is not in position provide to the students due to non sanction of fund) to their wards they can do so at their own wish and will without involving any staff of JNV. If any item is donated by the parents at their own it may be accepted by the vidyalaya with the approval of the Chairman VMC and it should taken in the gift/donation stock register of the vidyalaya along with an undertaking signed by all 15 PTC parent members that they have donated the item for the use of students at their own without any demand from the Principal and staff.

All JNV Staff must go through the above guidelines available on website and in the compendium of circulars for implementing of the guidelines in letter and spirit. Any deviation shall be dealt with strictly.

The Principals shall submit action taken report on these lines to the cluster in charge who will submit a report to this office within 15 days that these guidelines are available and being followed by JNVs of respective clusters.

This issues with the approval of the competent authority.

Yours faithfully,

  
(G.CHANDRAMOULI) 3/5/17

ASST.COMMISSIONER (SA.)

Copy to

A.C(F/S)..... with a request to pace it in the web site of NVS.