

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: SCHOOL BRANCH
OLD SECRETARIAT: DELHI-110054**

No DE.23(555)/Sch.Br./2015/1007

Dated: 30.7.15

Circular

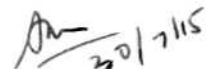
Sub :- Making Parents-Teachers Meeting compulsory in every Quarter.

In continuation to instructions issued vide earlier circular No.DE.23(555)/Sch.Br./2014/ 788 Dated:13-6-2014 all the Heads of Govt./Govt. Aided Schools under Directorate of Education are once again reminded that Parents Teacher Meeting is a very important measure for improving teaching learning process as they provide a platform for the parents and teachers to discuss about the student.

Following instructions/directions are hereby issued for compliance by all Heads of Govt. /Govt. Aided Schools.

- It is compulsory to have Parents Teacher Meeting after SA-I to discuss the learning levels and before SA-II to discuss the strengths and weaknesses of their wards.
- All the Heads of Govt. School under Directorate of Education are directed to ensure that "At least one Parents Teacher Meeting must be held in every quarter to discuss the issues relating their wards."
- A record of Parents attendance must be kept in the register maintained by Class Teacher and Subject Teacher.
- Parents must be informed about shortage of attendance of their wards if any and also obtain their signatures for the same.
- All the parents from Class VI onwards must be informed that getting 15 marks out of 60 is a must for passing Class IX examination.
- Second half of the last working day of the month may also be utilized for meeting with Parents, if so required by the teacher.
- Faculty Meeting and Group discussion among subject teachers shall also be held during second half on every last working day of the month. The minutes of the meeting and discussion must be recorded.

This issue with the prior approval of the competent authority.


(Dr. (Mrs.) Sunita Kaushik)
Addl. D E (School)

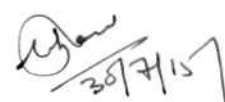
All Heads of Govt. & Govt.Aided Schools through DEL-E

No DE.23(555)/Sch.Br./2015/1007

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Copy to:-

1. PS to Secretary (Education).
2. PS to Director (Education).
3. All RDEs/DDEs(District/Zone)/DEOs for necessary action.
4. OS (IT) to please paste it on the Website.
5. Guard file for record.


(Usha Rani)
D.D. E (School)