

PATRACHAR VIDYALAYA
DIRECTORATE OF EDUCATION
BL-BLOCK SHALIMAR BAGH DELHI-110088

NO:PV/2017 1049

Date: 03.11.2017

OFFICE CIRCULAR

All the concerned HOS are hereby informed to follow the guidelines mentioned below for the smooth functioning of Personal contact Programme (PCP) & Remedial classes for the students of Patrachar Vidyalaya for Class X,XII in their respective school:

1. Boys & Girls will attend the classes in the schools mentioned/provided in the list.
2. PCP & Remedial classes will start from 5.11.2017. Timing for PCP classes are 9.00 am to 2.00 pm (Sundays and Holiday).
3. The school HOS shall permit only those students who have Identity cards issued by Patrachar Vidyalaya for the session 2017-18
4. HOS must inform the principal of Patrachar Vidyalaya through Email patracharvidyalaya@gmail.com how many students have been enrolled at their respective centres (Stream wise for class XII) on very first day after the classes are over On 05.11.2017 for PCP I
5. A proper Time table shall be framed class and subject wise and a copy of the same be sent to Principal Patrachar Vidyalaya. The time table must reflect the date, day, time, name of the teacher with ID No., subject and their signature.
6. Teachers must maintain the daily attendance record of students, enrolled for their respective class/subject.
7. The teacher has to take one period daily, if required not more than two periods a day. The period will be of one hour each.
8. Teachers must keep the record of their topic, whatever taught by them on a particular day with a brief of the topic.
9. It is expected that all the teachers are well versed with their syllabus and changes if any in any subject/topic. They must inform the students accordingly.
10. All the teachers have been provided the study material of their subjects by the school branch of the Department. They must use it properly to guide the students.
11. It is suggested that next date of class may be displayed on the notice board which should be placed at a proper place near the entry point of the school. All the students be guided to check that on regular basis.
12. All the HOS are requested to maintain the record and to be produced to the officer who visit their centre form Patrachar Vidyalaya.
13. Payment to teachers will be made as per HQ norms.
14. Students must be informed that they will get the study material from Patrachar Vidyalaya after attending their PCP classes. 75% attendance is must for all purpose.
15. Student must be apprised regarding syllabus in SA-2 in class X.
16. No practical will be conducted for class X.
17. You are further requested to check your mails on regular basis to avoid any communication gap.

The smooth functioning of the PCP totally depends on the working/planning of the Head of School.

Note: If any subject teacher is not available in any school, HOS can take from the nearby school. If required, take the help of concerned Zonal Officer/DDE(Distt).

Please send the following information's through email id patracharvidyalaya@gmail.com

2. Name of HOS/Incharge
3. School Landline Number
4. School email id
5. Contact Number of HOS/ Incharge

Ranjeet Bera
3/11/17

Dy.. DIRECTOR OF EDUCATION
PATRACHAR VIDYALAYA

Copy to the following for information and necessary action please

1. PS to Director
2. PS to Addl. Director of Education (PV)
3. Regional Director (PV)

Ranjeet Bera
3/11/17

Dy.. DIRECTOR OF EDUCATION
PATRACHAR VIDYALAYA