

**PATRACHAR VIDYALAYA  
DIRECTORATE OF EDUCATION  
BL BLOCK, SHALIMAR BAGH, DELHI-88**

No.PV/2018/ 720


Dated: 07/9/18

**CIRCULAR**

Sub: Guidelines to HOS for conducting PCP-I & PCP-II classes for the directly admitted students of Patrachar Vidyalaya class IX to XII (2018-19).

All the HOS (where PCP-I & II classes are being conducted) are hereby directed to follow the guidelines mentioned below for the smooth conduct of Personal Contact Programme- I & II in their respective schools :-

1. The PCP classes will be held as per following schedule:-
  - a. PCP-I - 18 days w.e.f. 23/09/18 to 23/12/18  
(on 2<sup>nd</sup> Saturdays, Sundays including on autumn break 17 and 18 October 2018) between 09:00 AM to 02:00 PM.
  - b. PCP-II- 18 days w.e.f. 28/12/18 to 14/01/19  
(During winter break) between 09:00 AM to 02:00 PM.
2. Both boys & girls students will attend the classes in the school near to their residence, mentioned in the list.
3. HOS to register students of Patrachar Vidyalaya from the day one itself on first come first basis, till the number of students registered are equal to the number of students allocated to them. No HOS should register students more than the number of students allocated to them school. Students should not be refused registration even on the last day of the PCP.
4. The HOS shall permit only those students who have Identity Card issued by Patrachar Vidyalaya for the session 2018-19.
5. HOS must inform the Principal of Patrachar through Email: [patracharvidyalaya@gmail.com](mailto:patracharvidyalaya@gmail.com) how many students have been enrolled at their respective centres (stream wise for class XII) on very first day of the start of PCP-I & PCP-II.
6. 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, time, name of the teacher with ID No., subject and their signature.
7. Teachers must maintain the daily attendance record of students, enrolled for their respective class/subject.
8. HOS will issue attendance certificate to the students directly on completion of each PCP duly signed and stamped. One copy to be submitted to Patrachar Vidyalaya by school at the end of PCP.
9. Teachers must keep the record of their topic, taught by them on a particular day with a brief of topic.

  
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10. The syllabus and exam pattern is same as for the regular students. Teachers should use support material provided by D.O.E. through DBTB to regular students. It is expected that all the teachers are well versed with their syllabus and changes if any subject/topic. They must use it properly to guide the students.
11. It is suggested that the next date of class may be displayed on the notice board which should be placed at a proper place 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 of PCP-I & PCP-II. It must be produced to the officer who visit their centre from Patrachar Vidyalaya.
13. Payment to teachers will be made as per HQ norms revised time to time.
14. The students should be informed that 75% attendance in each PCP separately is must to appear in CBSE Exam.
15. No practical will be conducted for class X.
16. HOS is directed to check mails/gmails on regular basis to avoid any communication gap.
17. If any subject teacher is not available in any school, HOS may arrange the same from nearby school with the approval of respective DDE (Zonal/District).
18. HOS to ensure that PCP classes are held regularly as per schedule. Complaints by students/parents regarding teaching, discipline, infrastructure PCP classes should be dealt by HOS. Any complaint received at Patrachar Vidyalaya in this regard will be viewed seriously.

  
(DR.MALLIKARJUN K.S.)  
DDE (PV)

Copy to:-

1. S.O. (IT), Dte. of Edn., Old Sectt., Delhi with the request to upload on the website of DOE & Patrachar Icon.