



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

No.DE.23(21)/Sch.Br./2024/ 545

Dated: 24/7/24

**CIRCULAR**

**Sub: Mega Parents Teachers' Meeting (PTM) in all the Govt Schools under Directorate of Education for all Classes on July 27, 2024.**

PTMs offer a structured platform for parents and teachers to discuss a child's progress, address concerns, and collaboratively develop strategies for improvement. Regular interactions between parents and teachers are crucial in identifying and resolving not only academic issues but also behavioural and emotional challenges faced by students. Encouraging parental involvement fosters a sense of responsibility and partnership, leading to a more supportive learning environment at home. Moreover, PTMs provide personalized feedback for each student, significantly aiding their academic and personal growth. These meetings are instrumental in building trust and understanding between parents and teachers, which is essential for creating a supportive and effective educational ecosystem.

The Govt. Schools of the Directorate of Education (DoE) will organize the Mega Parents Teachers Meeting (PTM) on July 27, 2024 for all classes as per the following schedule:

Type of School	Timings for PTM
Morning/General Shift	08:30 AM to 12:30 PM
Evening Shift	02:00 PM to 06:00 PM

Accordingly, Parents and guardians of all students will be informed in writing, either through a note in the students' diaries or via SMS. During the school assembly, the Head of School should encourage students to inform their parents or guardians about the upcoming PTM.

All the Heads of Govt. Schools of DoE are, therefore, directed to make necessary arrangements for the same and adhere to the following guidelines:

- \* Warm welcome should be extended to the parents/guardians by the Head of School along with the staff.
- \* Class Teachers should be present in their respective classrooms. Teachers will brief the parents of each student individually for at least 5/10 minutes about the academic activities planned and efforts being made for improving the learning levels of the students throughout the session.
- \* The class teachers of students up to class 8 should share the latest reading and numeracy level of the students with their parents/guardians.
- \* To ensure smooth adjustment & academic success of students coming to Class VI from MCD Schools, class teachers should discuss with parents/ guardians of students regarding examination preparedness, discipline & behaviour, progress of the child and support required for the transition. **Two Teachers from feeder MCD schools may be invited to give them and their parents a sense of continuity.**

- \* Teachers would inform the parents about performance of their wards in previous session 2023-24.
- \* All parents of students, particularly those in classes X and XII, should be encouraged to motivate their children to attend classes regularly.
- \* The issue of truancy and irregular attendance of students should be addressed as necessary. Prior permission is required for any leave from school, as regular attendance is of paramount importance for improving learning outcomes.
- \* Parents may be advised to help children in their studies by creating conducive environment for studies at home by giving them space and enough time for studying. This point must be emphasized before the parents.
- \* Parents should be advised to make the students free from domestic chores as far as possible so that they can devote more time to their studies.
- \* Teachers will generate awareness among the parents during PTM regarding harmful effects of hot & humid conditions, pollution, vector borne diseases, drugs and substance abuse. Students should be encouraged to wear full sleeve clothes. They should be advised to keep the environment clean and grow more trees.
- \* Parents and students should be sensitized about women safety and respectful behaviour with females in their own families as well as in the society.
- \* Experience of students in Entrepreneurship Mindset class to be discussed (Class IX-XII).
- \* Activities and impact of Desh Bhakti Curriculum to be discussed.
- \* Impact of Happiness class activities on children to be discussed (Class III-VIII).
- \* It is important to mention and reiterate that the No Detention Policy has already been dropped for students of classes V and VIII. Consequently, the students in classes V and VIII must be particularly vigilant regarding their academic performance and attendance. As the promotion to the next grade will now be based on their academic achievements and regularity, it is crucial for both students and parents to understand the importance of consistent effort and dedication.
- \* Use of story books in primary classes through class libraries and overall usage of Library in school to be discussed with parents.
- \* General tips to parents on how to engage more with their children at home and be an active partner in their learning.
- \* Teacher will obtain signature of parents/guardians on a separate sheet as a mark of their attendance in the PTM.
- \* Class Teachers will prepare a list of students whose parents/guardians did not attend the PTM. List of such students would be kept by the concerned Head of School who shall ensure that such parents/guardians are called to visit school at a later date through SMS / Phone Call / Letter etc.
- \* Feedback received from the parents/guardians shall be noted diligently by each class/ subject teacher and the same shall be brought to the notice of Head of School so that actionable suggestions may be implemented for the academic improvement of the students.

\* All the Class Teachers shall maintain an updated record of mobile numbers of parents/guardians in respect of all the students of their class so that regular and continuous communication may be made between school and parents/guardians.

\* Before conducting PTM, Head of School may hold a staff meeting in order to inform all teaching staff about the main issues to be discussed with parents.

\* Heads of Schools shall send the attendance of parents in the PTM to the concerned DDE (Zone) immediately after the completion of PTM in the following format:

Sl. No.	Name of School	School ID	Total Enrolment	Number of students whose parents/guardians attended the PTM	Percentage of students whose parent/ guardian attended the PTM

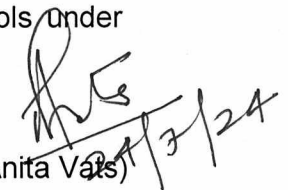
\* All DDEs (District) shall send a consolidated report of their respective districts in the Google Sheet to be provided on the day of PTM.

\* Provision for tea and biscuits for the parents/guardians shall be made by the concerned Head of School. Expenditure in this regard shall be met from PWF/ SMC Fund in Govt. Schools on the basis of their enrolment as given under:

Enrolment of School Up to	Expenditure Allowed
1000	Rs. 3000/-
1000-1500	Rs. 4000/-
1501-2000	Rs. 5000/-
2001-2500	Rs. 6000/-
2500 and above	Rs. 7000/-

All RDEs/ DDEs (Distt./ Zone) are hereby requested to visit at least two schools under their jurisdiction to ensure that PTM gets conducted smoothly.

This issues with approval of the Competent Authority.

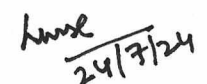
  
(Dr. Anita Vats)  
DDE (School)  
Dated: 24/7/24

No.DE.23(21)/Sch.Br./2024/ 545

**All Heads of Govt., and Govt. Aided Schools of Delhi through DEL-E.**

Copy to:-

- 1 OSD to Hon'ble MoE.
- 2 PS to Secretary (Education)
- 3 PA to Director (Education).
- 4 Director (Education) MCD for information and further necessary action.
- 5 All RDEs, DDEs (District/Zone) to ensure compliance.
- 6 Programmer (MIS) for uploading on MIS.
- 7 Guard File.

  
(Naresh Draveriya)  
OSD (School)