Phone : 03222-277102
E-mail : principal.iitdav@gmail.com
Website : www.davmodeliitkgp.org

DAV MODEL SCHOOL

IIT KHARAGPUR-721302, (W.B.)
(Affiliated to C.B.S.E, New Delhi, Affiliation No.: 2430060, School No.: 15583)

Ref. No. DAV / IIT KGP / 2026-27/572 **NOTICE** Date : 03.11.2026

PARENT TEACHERS CO-ORDINATION COMMITTEE (PTCC)
SESSION: 2026-27

Dear Parents,

This is to inform all parents that the school will be selecting representatives of each class from Nursery to class XII to constitute the Parent Teachers Co-ordination Committee (PTCC) for the session 2026-27.

The committee will consist of:

- 15 parent representatives from classes Nursery to class XII.
- 7 teacher representatives (Will be selected by the school.)

Out of the 15 parent representatives:

- 7 members will be fathers of students from classes LKG, I, III, V, VII, IX, and XI
- 8 members will be mothers of students from classes Nursery, UKG, II, IV, VI, VIII, X, and XII.

The parent representatives will be selected from the nominations received for this purpose. The term of the PTCC will be one year or until the next PTCC is constituted, whichever is earlier.

Interested parents are requested to submit their nomination forms with the required information through the Google Forms link.

Nomination Form Link: https://forms.gle/2MdeYqpFHmnve8798

The last date for filling the Google Form is 7th November 2026 by 02:00 p.m. This aims to involve more parents in school activities and gather their expertise and suggestions for the betterment of the DAV system. The same rule also applies to the teacher members of PTCC.

If more parents file nominations in a particular class, the selection of a representative will be done by the following methods:

a. Parents who filed nominations in a particular class will be invited for an interaction among themselves to unanimously suggest one name to the school.

b. If they fail to select one representative from the class, then one member will be selected through a lottery from among the nominations received from the parents of that class.

All parents are requested to extend their wholehearted cooperation in this matter for the academic growth of the institution.

DUTIES AND RESPONSIBILITIES OF PTCC MEMBERS

1. Membership in PTCC is for one year or until the next PTCC is constituted.
2. Each member is required to attend PTCC meetings as and when called. Generally, there will be 2 to 3 meetings a year to discuss academic issues, budget discussions, and more specifically, the problems of students and staff.
3. Each member represents a particular class and his/her name and address shall be given on the school website for parents' information.
4. Members are required to present the general issues of the particular class they represent for discussion in the meeting. Personal issues should not be placed in PTCC meetings.
5. We expect constructive suggestions from the members for the all-round development of the school.

Susmita
(Susmita Panigrahi)
Principal

Principal
DAV Model School
IIT Kharagpur-721302 (W.B.)

The Climate Reality Project
INDIA & SOUTH ASIA
2025-28