



ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ, ଧନକଉଡା, ସମ୍ବଲପୁର

ODISHA ADARSHA VIDYALAYA, DHANKAUDA

AT- Kalamati(Badsinghari), BLOCK: Dhankauda, DIST: - Sambalpur, Odisha.

Pin - 768025.

UDISE: 21030204023

e-mail: dhankauda@oav.edu.in



School No.: 17510

Affiliation No: 1520408

Letter No. 173 /OAVK/2026

Date: 11 / 05 / 2026

To
Hon'ble Deputy Secretary (Affiliation)
CBSE, Shiksha Kendra, 2
Community Centre
Preet Vihar, Delhi-110092

Sub: Submission of Parents and Teachers Association details – reg.

Respected Sir,

On the subject cited above this is to bring to your kind notice that Odisha Adarsha Vidyalaya Kalamati, Dhankauda, Odisha is functioning under Odisha Adarsha Vidyalaya Sangathan coming under Ministry of School and Mass Education Govt. of Odisha.

As per the guidelines all parents are members of the PTA

Thank you sir.
With regards.

Yours faithfully,

Principal

Odisha Adarsha Vidyalaya
Kalamati, Dhankauda
Principal/ପ୍ରଧାନ
Odisha Adarsha Vidyalaya
ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ
Dhankauda, Sambalpur
ଧନକଉଡା, ସମ୍ବଲପୁର

Enclosure:

1. Constitution and Function of PTA and VMDC in Odisha Adarsha Vidyalayas (OAVs).

Letter NO-9717/OAVS/2020 ,Date-15/12/2020



ODISHA ADARSHA VIDYALAYA SANGATHAN

N-1/9, Nayapalli, PO: Sainik School, Bhubaneswar – 751005

Phone No.0674-2302344,

email: oavsbsr.od@gov.in / spd@oav.edu.in



NOTIFICATION

No. 9717/OAVS/2020, Date 15.12.20

Sub: Constitution and Functions of Parent Teacher Association (PTA) and Vidyalaya Management & Development Committee (VMDC) in Odisha Adarsha Vidyalayas (OAVs)

There shall be one Parent Teacher Association (PTA) and one Vidyalaya Management & Development Committee (VMDC) in each of the Odisha Adarsha Vidyalayas of the state. The following guidelines shall be followed for constitution and functioning of PTA and VMDC in all the Odisha Adarsha Vidyalayas.

1. PARENT TEACHER ASSOCIATION (PTA):

1.1 Constitution and Functioning:

- (i) PTA shall be the body comprising of all the teachers including Principal/ Vice Principal and natural parents (not guardians) of the students of the Odisha Adarsha Vidyalayas (OAVs).
- (ii) The membership of a parent will remain valid for two years and further selection shall be made.
- (iii) Only one parent shall be the member of the PTA. In case of voting he/she shall exercise only one vote irrespective of the number of their children reading in the same Vidyalaya. The ratio of father and mother shall be 50:50.
- (iv) The quorum for conduct of any meeting of the PTA will be 20% of its total strength.
- (v) The Principal or Principal I/C of each Odisha Adarsha Vidyalaya shall be the ex-officio Convener-cum-Secretary of the PTA. While convening meetings of the PTA, notice shall be issued minimum 7 days in advance with copy pasted in the Vidyalaya Notice Board. Notice to parents shall be sent through their wards against receipt by the student in a register and actual receipt of notice by parents shall

be monitored by the head of the Vidyalaya. The copies of duly served notices received by the parents shall be retained in the Vidyalaya for a minimum period of one year.

- (vi) The PTA in each of its meetings shall select one of its members as the Chairperson to preside over the meeting. The Principal shall conduct selection by show of hands.
- (vii) The proceedings of the PTA meetings shall be recorded in a hard bound register. The Chairperson of each meeting must sign the proceedings of a particular meeting at the end. The recorded proceedings of one meeting shall be read out and confirmed in the immediate next meeting of the PTA as first item of the agenda. The head of the Vidyalaya shall remain responsible for recording of proceedings and maintenance of the register.

1.2 Functions of PTA:

- (i) PTA meetings shall be convened at least twice in a year (preferably March and last week of June). It may be more as per the need of the school. The Principal or Principal I/C shall be the convener.
- (ii) The Principal or Principal I/C shall explain the powers, functions, roles and responsibilities of the PTA to all members.
- (iii) The PTA shall be competent to take decisions with regard to raising of contribution in shape of kind only which in its opinion is required for the development of the Vidyalaya.
- (iv) It shall be lawful for the PTA to accept contribution from anybody or any organization in kind only. In the name of contribution, the PTA shall not create situation that will interfere with the administration of the head of the Vidyalaya.
- (v) The PTA shall discuss on the day to day functioning of the Vidyalaya and devise strategies to meet various needs and requirements of the Vidyalaya with focus on student interests.
- (vi) The PTA shall not take any decision which will run contrary to provisions laid down by OAVS or Government.
- (vii) All the decisions as regards to the functioning of the Adarsha Vidyalaya taken by the VMDC shall have to be ratified by the PTA in the succeeding meeting.
- (viii) In case of any situation where PTA is not able to take a decision, the

decision of headquarters communicated by State Project Director shall be final.

2. VIDYALAYA MANAGEMENT AND DEVELOPMENT COMMITTEE (VMDC):

2.1 Constitution of VMDC:

There will be a Vidyalaya Management and Development Committee at School level. The Vidyalaya Management and Development Committee will be headed by the Collector or Officer authorized by the Collector of the concerned District and will have 8(eight) other members namely:-

- (i) Collector or his authorized representative as Chairman.
- (ii) Block Development Officer
- (iii) Block Education Officer
- (iv) One Medical Officer of the concerned Block **to be selected by the Chairman.**
- (v) Executive Engineer (E.E.)/AEE/SDO/JEE of R.D./Works Department.
- (vi) Two eminent educationists of the locality to be finalized by Chairman (One should be Women)
- (vii) Headmaster of a nearby secondary school **to be selected by the Chairman.**
- (viii) Any member nominated by the Chairman of Executive Committee of the Sangathan.
- (ix) The Principal of the school will function as Member-Secretary.

The Final Membership of each Vidyalaya Management and Development Committee needs approval of the Sangathan before taking charge. Sangathan can change or suggest the constitution as well as membership of the Vidyalaya Management and Development Committee as and when felt necessary for fulfilling the objective of the Sangathan.

The powers and functions of the Vidyalaya Management and Development Committee shall be as specified by the Executive Committee of the Sangathan through resolutions from time to time. The Vidyalaya Management and Development Committee will look after the overall development of the school and will seek advice from the Sangathan as and when necessary. Each Vidyalaya Management and Development

Committee shall perform under the supervision and guidance of the Sangathan.

2.2. Functioning of VMDC:

- (i) The membership of ex-officio members of VMDC shall cease from the moment, the member concerned, loses his/her original official capacity.
- (ii) Any member of the VMDC, other than an employee may at any time resign from the membership by sending a letter of resignation to the Chairperson of the VMDC. But, such resignation shall take effect from the date on which the VMDC accepts it.
- (iii) If a member of the VMDC, other than an employee absents himself/herself from three consecutive meetings without prior intimation to the Chairperson, his/her membership shall ipso facto cease. The fact of non-availability of prior intimation of absence shall be discussed, deliberated and recorded in the proceedings of the meeting of the VMDC. If any member found to be unsound mind, criminal records or involved in unlawful activities, his/her membership shall also cease.
- (iv) Where voting becomes a necessity and in case of a tie of votes, the final decision shall be taken by the Chairperson of the VMDC.
- (v) The term of the VMDC shall be 2 years from the date of its approval.

2.3. Functions of the Vidyalaya Management and Development Committee (VMDC)

- (i) The meeting of the VMDC shall be held for a minimum of four times in an academic year.
- (ii) The quorum for conduct of any VMDC meeting shall be 4 members. No meeting shall be conducted when the Chairperson or his/her representative is absent.
- (iii) The proceedings of the VMDC meetings shall be recorded in a hard bound register. The recorded proceedings of one meeting shall be read out and confirmed in the immediate next meeting of the VMDC as first item of the agenda along with the compliance report. The head of the Vidyalaya shall remain responsible for recording of proceedings and maintenance of the register.

- (iv) The VMDC shall ensure compliance of the provision of the RTE Act.
- (v) The VMDC in general shall ensure regularity of attendance of children in the Vidyalaya and prevent temporary discontinuance and drop out of children through persuasion to parents.
- (vi) Review coverage of courses of studies.
- (vii) The VMDC in particular shall help expansion and augmentation of facilities of the school as per need of both students and teachers.
- (viii) The VMDC shall take initiative for cleanliness and beautification of Vidyalaya environment, development of play-ground, children's park and plantation in and around the campus.
- (ix) The VMDC shall review and monitor different activities of school health program and ensure maintenance of child profile incorporating health aspects.
- (x) The VMDC shall raise, maintain and manage school nurseries, kitchen gardens and school garden for implementing work education.
- (xi) The VMDC shall ensure fair distribution of incentives such as mid-day meals, text books, reading writing materials, uniforms etc. to the appropriate target groups from among the students and shall attend the emergent needs of the school as would be necessary at the time of unforeseen situations/calamities like fire, flood and cyclone and pandemic etc.
- (xii) Ensure excellence in overall performance in school children and review the progress of work of the school and other curricular activities after the examination is over.
- (xiii) The VMDC shall assist the Principal and other staff at the time of self-assessment of the school and the self-assessment may be done jointly by the school staff and VMDC members.
- (xiv) The VMDC shall take steps to organize Shiksha Melas, Inter School Competitions and Sports.
- (xv) The VMDC shall invite local artisans and experts of other occupations to the school and organize interactive sessions with the students for their career counseling and inculcation of ethical values.

- (xvi) The VMDC will put in efforts to identify and award the dedicated teachers for their contribution towards the development of the institution and of the community as a whole.
- (xvii) The VMDC shall adopt appropriate measures to maintain the properties and amenities of the school viz. school building, drinking water, toilet, playground etc.
- (xviii) The VMDC shall monitor the availability of facilities for learning of disabled children and ensure their participation in and completion of Secondary Education.
- (xix) The VMDC shall be responsible for preparation of Vidyalaya Improvement Plan.
- (xx) The VMDC shall discharge such other functions as will be asked for time to time by the OAVS and Govt. in School & Mass Education Deptt.

3. Grievance Redressal:

In case of any dispute/problem in the constitution/reconstitution and functioning of the Parent Teacher Association (PTA) and Vidyalaya Management and Development Committee (VMDC) the Collector of the district shall be the Appellate Authority. In case, any doubt needs clarification, the matter shall be referred to the OAVS (Odisha Adarsha Vidyalaya Sangathan) for taking a final decision on the matter. However, the decision of the Sangathan shall prevail in case of any dispute.

4. The earlier guidelines issued vide OAVS Notification No.767 dated 16.05.2016 are hereby superseded.


State Project Director

14/12/2020

Memo No. 9718 Date: 15.12.20

Copy to all Principals of Odisha Adarsha Vidyalayas for information and necessary action.


State Project Director

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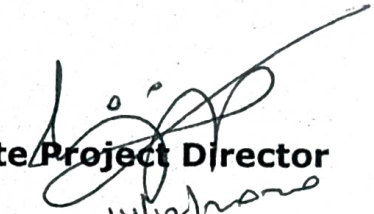
Memo No. 9719 **Date** 15.12.20.

Copy to all District Education Officers/ Block Education Officers for information and necessary action.


State Project Director
14/12/2020

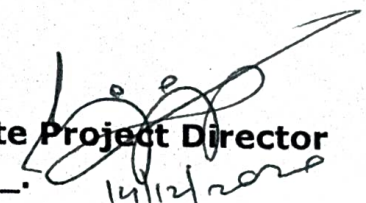
Memo No. 9720 **Date:** 15.12.20.

Copy to all Collectors and District Magistrates for kind information and necessary action.


State Project Director
14/12/2020

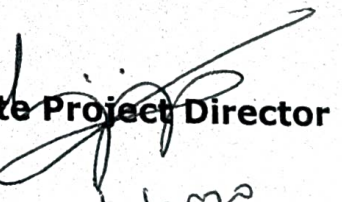
Memo No. 9721 **Date:** 15.12.20.

Copy to the State Project Director, OSEPA/ Director Secondary Education / Director, Elementary Education/Director, TE & SCERT for kind information and necessary action.


State Project Director
14/12/2020

Memo No. 9722 **Date** 15.12.20.

Copy submitted to Principal Secretary to Govt., S & ME Department for favour of kind information.


State Project Director
14/12/2020