

حکومت اور والدین کی مشترکہ کوششیں بہتر تعلیم کے لیے

گائیڈ برائے

Guide For

پی ٹی سی (PTC)

والدین اور اساتذہ کونسل

Parent Teacher Council



محکمہ ابتدائی اور ثانوی تعلیم

حکومت خیبر پختونخوا

Elementary and Secondary Education Department

Kyber Pakhtunkhwa



Elementary and Secondary Education Department

PTC 2024

Vision

A prosperous society in which PTCs contribute directly to the process of educational improvement while introducing social accountability and gender responsiveness for achieving educational outcomes

Mission

Fostering education development at grass root level through central and integral role of PTCs as drives for change, with clear focus on oversight and support to school management, promoting social accountability and gender responsive education delivery and overall work for better educational outcomes.

The establishment of Parent Teacher Council (PTC) is a revolutionary step towards community participation and devolution of financial & administrative powers at the school level. PTC has been empowered to utilize the school funds in a transparent way for timely provision of facilities in schools. Under this policy, Community has been empowered in decision making power for introducing better environment in schools.

Introduction to PTC:

PTC has been established for improving

1. Access and quality of education through active participation and support by parent and community at large to educational management at school level
2. Get repairs and maintenance work done,
3. Timely execution of other development activities in school
4. Substantial financial & administrative powers have been devolved at the school level with PTCs given the authority to utilize the school funds, in a transparent and efficient manner for the purposes mentioned above, by identifying and assigning priority to relevant school needs.

Substantial financial & administrative powers have been developed at the school level with PTCs given the authority to utilize the school funds, in a transparent and honest manner for the purposes laid above identifying and assigning priority to relevant 'school needs'

Functions of PTCs

- 1- Efforts for increasing student enrolment especially bringing the Out of School Children (OOSC) to schools, in close liaison with parents and community.

2- Create awareness about importance of education & motivate parents to send their children particularly girls to schools.
3- Work actively to reduce drop outs (ultimate goal is to eliminate dropouts), motivate parents' regarding education of their children,
4- To provide full cooperation in gender responsive conducive teaching and learning environment.
PTC will collaborate with School Attendance Authority (SSA) under the Khyber Pakhtunkhwa Free Compulsory Primary and Secondary Education Act, 2017 ¹ for student enrolment and their attendance in school.
Support in addressing gender issues including Menstrual health & hygiene Management (MHMM) and discouraging harassment and Children abuse thus protecting children at risk for smooth operations of schools.
Prepare gender responsive School Improvement Plan (sample format attached as an annexure 12) with active involvement of parents & community.
Organize walks, debates and other activities on the National festivals, so as to encourage the students and propagate the importance of education.
Provide financial assistance to the most deserving children.
Support in improving the overall learning environment and for teachers to be more friendly and gender sensitive.
Make efforts for inculcating patriotism, balance and social responsibility in children. Experiment of child friendly spaces where children can play character building of the students.
Make focused efforts to provide the 'right to play for all school girls and boys especially girls studying in boys schools.
Help the school staff in organizing curricular & co-curricular activities.
Ensure regular attendance of the teacher and in case of the continuous absence (more than 3 days) and poor performance, report to the concerned authorities.
To issue warnings to the teachers for their continuous absence from duty.
Make arrangements including supervisions, for the repair and maintenance of the school.
Prioritize needs, plan and procure/purchase of furniture, science and other equipment necessary for educational activities in the schools from appropriate vendors (technical inputs of the of the department be sought where required).
Prioritize needs, plan and procure (or undertake themselves) including supervision for provision of basics facilities and monitoring of construction of additional rooms/missing facilities including separate washroom for girls studying in boys schools.
Make arrangements or undertake themselves, the repair of furniture in the school.
Address the problems of students and teachers particularly female students and teachers so that educational activities are not disrupted.
Help in maintaining good working relations between the community and governmental and non-governmental organizations for the betterment of schools.
Utilize the resources provided by the government & Community (funds, equipment and human power) for the betterment of the schools.
Provide funds for the requirements identified by the students or teachers.
Monitor performance of teaching in view of the lesson plans and guidelines.
Award scholarships ad prizes to the students on the basis of prescribed criteria.

¹ Link of Khyber Pakhtunkhwa Free Compulsory Primary and Secondary Education Act, 2017
[e3c07695e5605ad3b0b0fe077c9d7fe390de1008.pdf \(unesco.org\)](https://unesco.org/e3c07695e5605ad3b0b0fe077c9d7fe390de1008.pdf)

Take any other steps related to educational activities in the school.
PTC can appoint teachers against vacant post on temporary basis. Payment to temporary teachers shall be made in the form of subsistence allowance.
Disseminate information on, Government related schemes for improving the state of Education especially those to promote girls education, to all parents.
Participate in the Annual School Census undertaken by Education Management Information System and Education Monitoring Authority (EMA).
Sensitize teachers on ban on corporal punishment and that a hotline (0800 33857) has now been setup for the purpose, by the Provincial E&SE Department.
Sensitize Children and parents that for complaints to redressal in particular to corporal punishment, a mechanism in the form of toll free helpline has been put in place.
Awareness raising among the community on enrolling disable children.
Composition of PTC Members & Elections
The following should be the composition of PTC with total 8 members.
Four elected parents one with maximum votes will act as chairperson ² .
The Principal/Head Teacher/Head Master/Head Mistress of the school shall be Secretary-Cum-Member of the Council.
An influential person from the same locality, who will be chosen by the parents.
A retired government servant from the same locality/settlement.
An elected Councillor ³ (Gender based) from the same locality.
Requirement for Membership
The PTC members may preferably be literate.
Only those Parents should be elected as members whose children are currently studying in the same school.
If the members at serial No. 4 & 5 above (PTC Composition) are not available, then two more members should be selected among patents of children enrolled in the very school
Volunteers/observers (2-3 preferably technical person) will be included as co-opted members for suggestions and facilitation with no right to vote and no role in teachers engaging through PTC.
UC-wise focal person will be nominated for the District General Body of the PTC.
Elections Procedure for Parents as PTC Members
The parent members shall be elected by at least 25% of the General Body of the parents ⁴ .
Returning Officers (ROs) for High & Higher Secondary Schools will be DEOs concerned, while those for Middle Schools will be Deputy DEOs and SDEOs will act as ROs for Primary Schools. ROs will be authorized to notify the successful candidates within 4 working days of the election. Concerned Principal/Headmasters/Head Mistresses/Head Teachers will act as Presiding Officers (POs) for PTC election in schools.
The parent members shall elect a Chairperson from among them.
Members of the PTC shall be elected / chosen for a period of three academic years. There after a fresh Council shall be elected.

² In case of a tie, Presiding Officer will have the authority of casting vote.

³ a councillor shall not be a member of more than three PTCs at the same time.

⁴ by default parents, duly registered with head of the school concern, of current enrolled students in the school will constitute the General Body for PTC election.

If the child of a Member parent leaves the school, the parent member shall cease the membership of the Council. The general body of the parents shall elect another parent member in place of him/her within a month.
Failure to attend more than three consecutive PTC meetings without valid reason would lead to dissolution of membership.
PTC for female schools shall consist of female members only. However, PTC for male school shall consist of both male & female members.
50% availability of parents will be ensured by the Cluster – in – charge during the election.
The seat vacated due any reason shall be filled immediately in the prescribed manner.
DEO will notify the elected PTCs in High/Higher Secondary Schools and Cluster – In – Charge will notify the elected PTCs of concerned middle and Primary Schools, within 5 days of elections.
Conducting Business by PTC
AT least four members (50%) shall constitute the quorum for the Council's meeting.
The General Body of Parents will have to review the performance of PTC in a General Body meeting to be convened by the Chairperson after each 6 months.
All the decisions related to general and particular financial matters shall be taken with majority vote.
Meeting of the PTC shall be convened at least on monthly basis as well whenever there is a need to do so.
Emergency meeting of the Council can be convened on the written request of three members.
Business
The PTC meeting will give endorsement of the decisions of the previous meeting.
The agenda of the meeting should include business related to the functions laid down here, covering aspects of planning, implementing, monitoring and outputs / outcomes of these functions.
Review of the progress on the decisions taken in the previous meeting.
Identification of new issues and discussion thereon.
Preparation of future plan of action.
Conduct business on any or all matters related to the functions of PTCs as laid does in these guidelines.
Minutes of each meeting will be recorded, approved by the members and kept in the council's record.
Responsibilities of Chairperson, Secretary, Cluster In Charge and E&SED Officials.
Responsibility of the Chairperson
Preside over all the meetings
Ensure frequent meetings are held.
Bring ownership of the community in the process and seek their views / suggestions where possible.
Ensure transparent and efficient financial and procurement management in accordance with the guidelines and delegated powers herein.
Make all necessary efforts to foster education process in the schools and lead the PTC in performing its functions.
Keep liaison with the concerned officials of the Elementary & Secondary Education, Civil Society and the community for improved results.
Operate bank account along with the Secretary of the councils.
Responsibility of the Secretary

Record keeping and safeguard of all documents including school results, minutes, register, cheque book, bills and vouchers.
Ensure that all members have been invited & informed on time for attending the meeting.
Prepare agenda of the meeting in agreement with the Chairperson.
Prepare progress report of the PTC performance.
Prepare details of income and expenditure, share the same with all the PTC members at least on quarterly basis, present the details in the PTC meeting and cause to display the same on the notice board.
Be the c-signatory of all cheques issued along with another teacher of the same school (nominated for the purpose) and maintain Cash Book and Procurement file. Ensure approval has been sought for purpose (as of the amount) from the council, for which amounts are been withdrawn from the bank.
Responsibilities of the Circle-in-Charge⁵
Ensure 25% availability of parents during PTC election is mandatory.
Ensure registration of parent members for the formation of PTC General Body.
Responsibilities of the Elementary & Secondary Education Department Official
Concerned Education Official/(DEO) will resolve any issues being raised between PTC and school staff
The ASDEO Circle-In-Charge or other concerned officers of the District Government may participate in the PTC meeting whenever possible.
Help in the opening bank account for the Council.
On the request of the PTC or School, bring the situation or issues which cannot be amicably settled between at PTC/School level, in the notice of the higher authorities for remedy. Resolve issues if there is any between PTC and school staff.
Ensure disciplinary action against the teacher/staff within 10 days if the complaint proves correct.
Review and approve the recommendations regarding grant of scholarships and appreciation certificates.
Review and approve the recommendations regarding grant of scholarships and appreciation certificates.
Ensure implementation of the related policies/directions of the government.
Awareness raising for provision and ensuring that all new building design are supportive to person with special abilities.
SDEOs will collect quarterly report of all primary schools through concerned SDEOs while DDEO concerned will collect quarterly report from middle schools, while principals concerned will collect such reports from high and higher secondary schools; thereby submitting the consolidated quarterly reports to office of DEO concerned. who will submit the same to Directorate of E&SED for further preparation of a summary of these reports for perusal of Secretary E&SED.
E&SED should provide an ID Cards to PTC Chairperson and members.
A pictorial performance report based on receipts and expenditure and other achievements should be submitted to Directorate of E&SED by end of each financial year.

⁵ Pls define the circle here.

The PTC shall prepare and approve a School Improvement Plan with the assistance of ASDEOs/SDEOs/DDEOs in the prescribed format along with estimated costs and shall submit the same to the concerned DEO through proper channel. The DEO shall prepare a District consolidated Plan and the Conditional Grant will be decided by the Reforms and Implementation (R&I) Wing of E&SE department

Financial Management Principle

The PTC shall ensure transparent, effective and efficient financial management and that the funds are been used for the purpose they are meant for.

Powers, Monitoring and Exemption

The expenditure incurred through PTC has been exempted from Audit; However, in order to ensure transparency in the expenditure process. Third Party Validation & Monitoring system has been introduced.

Funds may be utilized in the following activities as needed and approved by the PTC;

- i) Provision of Basic Facilities and their functionalities i.e. construction of boundary wall, classroom, group latrine, and provision of electricity, drinking water and solarization. Repair of furniture, computer lab equipment and other school equipment, which are unserviceable.
- ii) Payment of utility bills.
- iii) Repair and renovation of ECE rooms.
- iv) Any other special tasked as assigned PTC or by the department of E&SE department.

iii)- Payment of utility bills. Later on if the money paid for utility bills is received from some other sources, the money will be returned to PTC.

iv)- Purchase of furniture, stationery and other consumables for the school and other material or equipment, demonstrating direct benefit to the schools and male & female students

Expenditure on Election Day for arrangements & PTC meetings. An amount up to Rs. 5,000/- for primary & middle and Rs. 7,000 for High / Higher Secondary Schools may be incurred by the PTC from the PTC funds. Up to Rs. 1000 can be spent for PTC meeting per month.

Provision of stipend/subsistence allowance to PTC engaged temporary teachers.

Provision of funds for any event on national days.

NOT ALLOWED: Any expenditures that demonstrates personal benefit of PTC member is strictly prohibited. Such actions will invoke disciplinary actions by the concerned authorities.

ix)- The Financial Procedure issued by the Finance Department vide letter No. BOV/FD/3-10/2006-07 date 9th June, 2007 is part of these Guidelines.

x)- The Government may issue directions/SOPs regarding PTCs from time to time.

PTC has been authorized to spend up to Rs. 5,000,000 per annum as per delegated financial powers.

Bank Operations:

The PTC shall open a Saving bank account in the name of School's PTC only in branch of a commercial bank, duly authorized by the Finance Department.

The bank account shall be operated jointly by the Chairman and the Secretary of the PTC. Adding one additional signatory keeping Secretary should be mandatory. ⁶
All funds provided by the government and all donations received by the PTCs shall be deposited in the said account.
The PTC funds shall not be lapsed and could be utilized during the succeeding financial year. However, efforts should be made to utilize within the same fiscal year.
All payments above PKR 50,000/- shall be made through crossed cheque and no splitting of payments shall be made ⁷ .
All payment of subsistence allowance of PTC engaged teachers shall be made through crossed cheque or direct bank transfer.
Record to be Maintained
PTC shall maintain complete record of income (receipts) and expenditure (payments) and shall also submit copies thereof to the DEO concerned at the closure of the financial year.
A cash book should be maintained which should have all cash entries including credit (incoming) and debit (outgoing) along with cash balance being brought forward.
The bank account statement obtained on a quarterly basis.
Record of all invoices of supplies/bills of suppliers/contractor/vendor and the purpose for which the payment is made.
All payment vouchers duly signed by the receiving vendors (along with payment receipt on a letterhead with contact details of vendor) while mentioning the amount received (cash or through cheque from PTC).
Inventory register which should log all the existing assets of the school as well as the new items being purchased and additions made, on a regular basis.
Procurement Management
A purchase committee comprising of members of the PTC be formed to undertake purchases including petty purchases and procurement of goods and works for the schools. Chairperson of the PTC shall be the Chairperson of the purchase committee as well while the Secretary of the PTC shall serve as the Vice Chairperson of the committee and the Secretary as well. The committee may co-opt a technical person (engineer/overseer) available in the area for assisting in procurement of work (additional classrooms, water supply, latrines & boundary wall) in particular.
No officer of Elementary & Secondary Education department will be involved in procurement, and this shall be carried out solely by the PTC itself.
For making purchases PTC purchase committee is required to obtain at least two quotes from different suppliers/vendors. The purchase committee will analyse the multiple quotes. The Secretary of the purchase committee shall prepare a comparative statement analysis and shall place it before the purchase committee for further analysis and decision.
Third Party Validation and monitoring system
Internal Audit of PTC funds as well as PTC documents verification will be conducted at respective DEO offices under the supervision of the Internal Audit Specialist, Education Sector Reforms Unit, E&SE Department at the end of every financial year. For this purpose, the Validation Committees at DEO offices will be formed by the Internal Audit Specialist, thereby, inspecting the

⁶ The additional signatory could be elected member of Local Government/Parent.

⁷ Pls suggest mechanism to prevent splitting of payment – as discussed in last meeting on 30 July 2024 with AS (R&I).

PTC record and validating the utilized PTC funds in light of PTC guidelines and PTC financial procedure notified by the Finance Department. ⁸
The expenditure incurred through PTC shall be exempt from external Audit.
In case of conditional grant, the concerned ASDEO shall be responsible for progress monitoring. The concerned ASDEO shall periodically monitor the progress of work and payments made to date, with duly entering the progress in EMIS.
Primary ASDEO concerned for middle and high ADEO P & D.
The district Education managers / Monitoring Authority shall check the record of expenditure incurred by the PTCs. The Secretary of the PTC shall be bound to provide the same to Education Monitoring Authority.
Facility level Budgeting and Expenditure Management”
It was discussed in Nathia Gali and in meeting on 30 July in the office of AS (R&I) that the PTC 2024 guidelines will contain the link of cabinet approved version of “ Facility level Budgeting and Expenditure Management” as reference.
Facility Based Budgeting - FBB was approved by the Cabinet of KP in XXX. Please apply the provisions of FBB wherever applicable in use of this PTC guidelines.
Review CSR and insert few relevant sections into PTC Guidelines 2024

ANNEXURES

**RELEVENT TABLES AND PROFORMAS CURRENTKLY IN PRACTISE
BY E&SED TO BE PASDTEH HERE IN ANNEXURE AS IN 2013
GUIDELINES.**

⁸ This was discussed on 30 July meeting with AS (R&I) but non consensus was reached. Pls review and change as required.