



PRUDENCE SCHOOL

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Date: 26.12.2025

To

All Parents/Guardians and Teachers
Prudence School Sector 16-B,
Dwarka, Delhi – 110075

Sub: Invitation to Submit Names for Participation in Draw of Lots for Constitution of School Level Fee Regulation Committee for Academic Year 2025-2026

Dear Parents/Guardians and Teachers,

In accordance with the directives by Director of Education, vide Circular No. DE.15(431)/PSB/2025/9744-9752 Dated: 24/12/2025, Government of National Capital Territory of Delhi, Directorate Of Education: Private School Branch Old Secretariat, Delhi-110054 regarding fee regulation, wherein it has been mandated that every school is required to constitute a **School Level Fee Regulation Committee** for the academic year 2025-26 on or before 10.01.2026, by selecting members of the Parent-Teacher Association through a fair and transparent process.

The Parent- Teacher Committee will consist of:

- Five (5) parent representatives with due representation of Women & Disadvantage Category
- Three (3) teacher representatives

These members will be selected through a **public draw of lots** to be conducted in the school premises. It is further mandated that in same Draw of Lots a waiting list of ten (10) additional members will also be prepared.

The draw of lots shall be held in the presence of the Principal, one teacher (not participating in the draw), one representative from the PTA General Body, and an Observer/DE Nominee.

We hereby invite interested parents and teachers to voluntarily submit their names for inclusion in the respective draw of lots scheduled as follows:

Date: 08.01.2026

Time: 11.30 AM

Venue: Prudence School, Sector 16B, Dwarka

Eligibility and Conditions (For Parents):

1. The parent must have a child currently studying in the school during the academic year 2025-2026.
2. Parents belonging to EWS/DG category or those availing any fee exemption/relaxation are not eligible to apply.

3. By submitting their name, the parent gives consent and confirms availability to actively participate in the Committee meetings scheduled between **10.01.2026** and **24.01.2026** for deliberations on the school's proposal regarding fee revision.

For Teachers:

Interested teachers may submit their names. By doing so, they confirm their availability to participate in the Committee meetings scheduled between **10.01.2026** and **24.01.2026**.

Interested parents and teachers are requested to submit the attached **Consent Form** (or a copy of the same) duly filled and signed to the school office latest by 07.01.2026.

Your participation will help ensure transparent and inclusive decision-making in matters related to school fees. We encourage eligible parents and teachers to come forward and contribute to this important process.

Thank you for your cooperation.

Yours sincerely,



(Neena Newar)
Principal

Prudence School, Sector 16B

Dwarka, Delhi – 110075

Mob: 9625 921 547

E-mail : dwarka16@prudenceonline.in

CONSENT FORM FOR PARENTS

To

Ms. Neena Newar
Principal
Prudence School, Sector 16B
Dwarka, Delhi – 110075
Mob: 9625 921 547
E-mail : dwarka16@prudenceonline.in

Sub: Consent to Participate in Draw of Lots for Selection as Parent Representative in School Level Fee Regulation Committee (2025-2026)

I, Mr./Ms. _____ Father/Mother/Guardian
of _____ studying in Class _____ Section _____
Admission No. _____ Address: _____
Mobile No.: _____ Email ID: _____

hereby voluntarily express my willingness to participate in the draw of lots for selection as a parent representative on the School Level Fee Regulation Committee.

I declare that:

1. My child/ward is currently studying in the school in the academic year 2025-2026.
2. I do not belong to EWS/DG category and am not availing any fee exemption/relaxation.
3. I confirm my availability to actively participate in all meetings of the Committee scheduled between **10.01.2026 and 24.01.2026** for deliberations on the school's fee revision proposal.

Date: _____

Place: _____

Signature: _____

Name: _____

CONSENT FORM FOR TEACHERS

To

Ms. Neena Newar
Principal
Prudence School, Sector 16B
Dwarka, Delhi – 110075
Mob: 9625 921 547
E-mail : dwarka16@prudenceonline.in

Sub: Consent to Participate in Draw of Lots for Selection as Teacher Representative in School Level Fee Regulation Committee (2025-2026)

I, Mr./Ms. _____
Employee ID: _____
Designation: _____
Department: _____
Address: _____

Mobile No.: _____
Email ID: _____

hereby voluntarily express my willingness to participate in the draw of lots for selection as a teacher representative on the School Level Fee Regulation Committee.

I confirm my availability to actively participate in all meetings of the Committee scheduled between **10.01.2026 and 24.01.2026** for deliberations on the school's fee revision proposal which shall be held after School timings.

Date: _____

Place: _____

Signature: _____

Name: _____