

**National Institute of Open Schooling
(SSS Department)**

PERFORMA OF PCP SCHEDULE –TIME TABLE FOR SESSION (.....), STREAM-1, BLOCK (.....)

A. NAME OF THE AI _____ AI CODE _____

B. LEVEL: SECONDARY

C. TABLE

SL. NO.	DATE OF PCP	PERIOD WISE SUBJECT TO BE TAUGHT IN A SECTION						
		I (9.30-10.30 AM)	II	III	IV	V	VI (16.00-17 .00PM)	
THEORY PCP								
1-								
2-								
3-								
4-								
5-								
6-								
7-								
8-								
9-								
10-								
11-								
12-								
13-								
14-								
15-								
16-								
17-								
18-								
19-								
20-								
21-								
22-								
23-								
24-								
25-								
26-								
27-								
28-								
29-								
30-								
		PRACTICAL PCP						

1-							
2-							
3-							
4-							
5-							

STAMP OF THE AI

(NAME & SIGNATURE OF COORDINATOR)
CONTACT NUMBER & EMAIL

Instructions to be filled-up by AIs in the prescribed performae are as under:

- i) Name & AI number be mentioned in Sl. No. "A".
- ii) Serial number "B" is specified for Secondary Level.
- iii) Serial number and date of PCP will be filled-up in first Row of Table "C".
- iv) I to VII columns are in second Row, time of PCP will be filled-up by AI as mentioned in Columns I & VII for example.
- v) The name of subject taught by AI will be filled up in-front of column of date and below the Row I to VII.
- vi) Stamp of AI, Name, Signature, Contact number & Email of Coordinator is mandatory.
- vii) After filling-up all necessary information as per performa , AIs are requested to forward scanned copy through email: pcp@nios.ac.in to SSS Department, NIOS and also by email to the concerned Regional Centre.
- viii) AI will send Photograph for conduct of PCP, scanned copy of attendance of Learners, Tutor, Coordinator, Assistant Coordinator, Lab Assistant & Cleaner -Cum- Attendant on day - to - day basis through email to email address: pcp@nios.ac.in with a copy (cc) to the concerned Regional Centre whenever PCP is held. The Photograph should have the details i.e. **Date & Time** of the conduct of PCP.

PCP AMOUNT WILL NOT BE RELEASED IN THE EVENT OF NON-FURNISHING OF PCP SCHEDULE-TIME TABLE BEFORE CONDUCT OF PCP & DOCUMENTS AS MENTIONED IN THE INSTRUCTIONS AS INDICATED AT SL. NO. VIII OF THE INSTRUCTIONS.