

## Report on Parent-Teacher Meeting (PTM)

**Venue:** Mini Hall

**Date & Time:** 20.09.24, 6:00 PM

A Parent-Teacher Meeting (PTM) was held in the Mini Hall at 6:00 PM, attended by parents, faculty, and administrative staff. The meeting aimed to foster communication between the institution and parents, discussing student progress, attendance, regulations and academic structures of the college .

The session began with an address by **Principal - Dr. S. S. Bhandari**, who warmly welcomed all the parents and expressed his gratitude for their involvement in the academic journey of their children. In his speech, he emphasized the importance of continuous collaboration between parents and the college to ensure the holistic development of the students. Following this, he introduced key members of the administration and faculty:

- The **Coordinator : Mr. Parui Santu**
- The **Head Office Admin: Ms Anusha Poojari**
- The **Heads of Departments** from various disciplines
  - **Mr. Pavan Rathod** - B.Com department.
  - **Mr. Ravindra** - BAF department.
  - **Ms. Savita** - BMS department.



Each of these individuals briefly addressed the parents, providing insights into their roles and responsibilities within the institution.

Next, the **Coordinator** took the stage to explain the **examination structure and pattern** for all the semesters. This included details on assessment methods, grading systems, and the schedule for the upcoming exams. Parents were briefed on how the college

ensures the integrity and fairness of the examination process and the steps being taken to enhance the academic standards.

After the general address, parents had the opportunity to meet with the **Heads of Departments** individually. During these one-on-one discussions, they reviewed their children's **academic performance** and **attendance records**, receiving detailed feedback on areas of improvement and success. The open communication allowed for productive discussions, with parents appreciating the transparency and accessibility of the faculty. Several parents provided **positive feedback** regarding the college, praising the dedication of the teachers and the quality of education being provided. They expressed their satisfaction with the academic and extracurricular support offered to their children.



A suggestion was put forward by some parents to create a **WhatsApp group** for parents. They emphasized the importance of staying updated on college activities, examination schedules, and other relevant information. The parents suggested that such a platform would enhance communication and keep them informed about important announcements in real-time.

The meeting concluded on a positive note, with the college administration acknowledging the feedback and assuring parents of continuous efforts to improve communication channels and student outcomes.

### **Conclusion:**

The PTM was successful in strengthening the relationship between parents and the college. The active participation of parents and their feedback will help the institution in improving its academic and administrative processes for the benefit of the students. The college administration is considering the creation of a WhatsApp group to improve communication with parents.

Prof. Santu Parui  
Coordinator

Dr. S. S. Bhandari  
Principal