

St. Martin's Engineering College

An Autonomous Institute





DR. P. SANTOSH KUMAR PATRA **PRINCIPAL**

Cir. No: SMEC/Principal's Office/2022-23/005

Date: 01-08-2022

CIRCULAR

This is to inform to all the B.Tech I Year students that Parents-Teachers Meeting is scheduled on 6th August 2022 from 10.00 A.M. to 12.00 P.M. at Mokshagundam Visvesvaraya Block.

Therefore, HOD is asked to follow the following instructions:

1) Phone call to all the parents.

2) Prepare students data like attendance (%) etc.

3) Take the signature of the parent in Mentor-Mentee book during Parents-Teachers Meeting.

Cc to: 1) The Chairman - For kind information

2) The Executive Director - For kind information

3) HOD(S&H) - To be read in all classrooms.

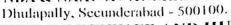
PRINCIPAL St. MARTIN'S ENGINEERING COLLEGE UGC - AUTONOMOUS

Survey No. 98 & 100, Dhulapally (V) Dundigal-Gandimaisamma (M) Medchal-Malkaigin (E Secunderabad-500 100 Telangana



St. MARTIN'S ENGINEERING COLLEGE

An Autonomous Institute NBA & NAAC A± ACCREDITED







Summary Report on Parent Teachers Meeting

Date: 06/08/2022

Parent Teachers Meeting was held on 06/08/2022 (Saturday) between 10.00 AM to 1.00 PM organized at in the department of SCIENCE & HUMANITIES, St. Martin's Engineering College. Invitations were intimated well in advance to the parents of I B.Tech by Department Counselors through phone call and messages.

The meeting was conducted in respective Department Class Rooms, Faculty Cabin and in HOD Cabin. At the outset PTM Members, HOD of S&H welcomed the parents and introduced the respective proctors of the students to parents.

Outcomes of Parent Teachers Meeting

- Around 191 parents attended to the Parent Teachers Meeting.
- One to One interaction between parents and mentors, class in-charges, subject incharges was ensued.
- Discussion was focused on
- a. Consolidated Attendance / SEM-II, Mid-I Marks.
- b. Student's specific strengths and weaknesses in individual subjects and discipline in classrooms.
- c. Various activities, trainings, upcoming events for the students.
- d. Development of communication skill, aptitude skill, verbal and non-verbal reasoning practicing methods in home.
- e. News paper reading
- f. Students, identified as low performers were advised and tips were given to improve their performance.

Parents Feedback

- Parents expressed their appreciation towards the achievements and growth of the college.
- Expressed their happiness towards the quality of education at the college and the department.
- Parents praised the college for providing facilities and encouragement for extracurricular/ co-curricular activities which helps overall development of the student.
- Parents expressed their thanks for hospitality provided by the department.

Summary of Administrative Issues/Suggestions discussed in the Parent Teachers Meeting

Parents requested

- To consider first hour attendance if their wards come late.
- To extend support and assistance to their wards wherever required.
- To monitor their children on a regular basis for betterment of result.

All parents are informed that the above actions are already being taken on daily basis and assured them that they will get continued support from college.

Summary of Counseling Done / Remedial Actions Proposed

All the above concerns from the parents are brought to the notice of Principal for possible solutions.

SAMPLE PHOTO COPY OF PARENT TEACHER MEETING



NAME OF THE MENTOR: Dr.SOMESHWAR SIDDI ROLL NO:21K81A0568 NAME OF THE STUDENT: B.SAI DEEPAK BRANCH:CSE-B

NAME OF THE PARENT: B.KONDAI

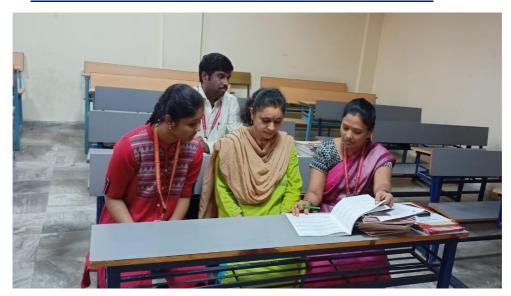


NAME OF THE MENTOR: Ms.M SRAVANI NAME OF THE STUDENT: P SHREYA

NAME OF THE PARENT: P.KAVITHA

MENTOR HALL NO:2406 BRANCH:EE

SAMPLE PHOTO COPY OF PARENT TEACHER MEETING



NAME OF THE MENTOR: Mrs.S.ANITHA NAME OF THE STUDENT: Vibha Kulkarni NAME OF THE PARENT: Veena Kulkarni MENTOR HALL NO:2005 BRANCH:CSE B



NAME OF THE MENTOR: Mrs. K PRIYANKA NAME OF THE STUDENT: L Ashlesha NAME OF THE PARENT: L Pruthvira MENTOR HALL NO:2304 BRANCH: IT-C

SAMPLE PHOTO COPY OF PARENT TEACHER MEETING



NAME OF THE MENTOR: Mrs.G.VANAJA MENTOR HALL NO: 2009

NAME OF THE STUDENT: M. Yashvardhan Goud BRANCH: ECE A

NAME OF THE PARENT: M.Sowjanya Goud

PTM Co-coordinator

Head of the Department

Department of Humanities & Sciences

St. Martin's Engineering College

Principal

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Secunderabad-500 100, Telangana.

Cc:

1. PTM Coordinator: for Kind information

2. Website Uploading