

PARENT TEACHER MEETING

Report for the Academic Year 2020-2021

For the academic year 2020-2021 the Parent Teacher Meeting was conducted Department wise via online mode. The following points were discussed by the department

AGENDA FOR PTM MEETING

1. Conduct of Online Class through Google Meet
2. University Results and Marks
3. Toppers in the Subject
4. Effectiveness of Online classes and the Management initiatives
5. Information on scholarship amount disbursed for the year 2020.
6. Wards discipline and attendance status during the Online classes.
7. Personal and Academic Mentoring conducted for the students.
8. Periodic assignment given through Google Classroom
9. Subject Notes sent through Google Class room
10. Online classes attendance sent through SMS everyday.
11. Certificate Courses conducted through the online platform.
12. Department Admission status and other information related to Academics.
13. New Courses offered by the college.
14. College anniversary celebration on 1st August 2020 through online mode.
15. Conduct of Office bearers election online
16. Conduct of Online Investiture day celebration
17. College ranked No.1 among the self financing colleges and ranked 27th among the non-autonomous colleges.

All the Departments successfully conducted the PTA Meeting before 15th September 2020.



PTM CIRCULAR

2/18/22, 2:54 PM

Patrician College of Arts and Science Mail - Kindly Find the Circular-PTA/Alumni



Mahalakshmi G <mahalakshmi@patriciancollege.ac.in>

Kindly Find the Circular-PTA/Alumni

1 message

Sriram S <sriram@patriciancollege.ac.in>
To: hod@patriciancollege.ac.in

Wed, Aug 26, 2020 at 5:32 PM

Dear HOD's
Greetings from PTA/Alumni committee . PFA the circular for conducting PTM, PTA Online Election, Alumni Meet, Alumni Online Election. Kindly go through and pass on the information to your department class incharges and other faculty members and do the needful in this regard .

--

Thanks & Regards
S.Sriram, Associate Professor
Department of Mathematics
Patrician College of Arts and Science, Adyar, Chennai-20
mobile no: 9840174437
Email id: sriram@patriciancollege.ac.in

 **circularPTA-Alumni-New.docx**
318K



2/18/22, 2:56 PM

Patrician College of Arts and Science Mail - Reg. PTM - official Video, nominees details, google feed back



Mahalakshmi G <mahalakshmi@patriciancollege.ac.in>

Reg. PTM - official Video, nominees details, google feed back

2 messages

Sriram S <sriram@patriciancollege.ac.in>
To: hod@patriciancollege.ac.in

Thu, Sep 3, 2020 at 7:08 PM

Dear HOD's Greetings from PTA Committee . We have shared the

1. Video recording of our college official to be presented to the parent during the meeting
2. Google form-For Feed back separately for Shift -1 and Shift-2
3. Google Sheet-For Collecting nominees separately for shift-1 and shift-2

As I have shared the above you will be able to find the files in your drive .

You can ask your class teachers to conduct PTM with the programme schedule already given through mail . You can show the video recording of our college official and collect Feed back from 10 second year parents and 10 third year parents through the google form attached . You can collect the nominee details for the election from the parents and the consolidated details can be entered in the respective column provided in the google sheet for your department. Note. Kindly get filled in the google feed back form provided by IQAC which is separate for Shift-1 and Shift-2 courses.

Kindly also check and give the nominees details according to shift -1 and shift -2 as two sheets have be shared to you.

Expecting your cooperation in this regard.

—

Thanks & Regards
S.Sriram, Associate Professor
Department of Mathematics
Patrician College of Arts and Science, Adyar, Chennai-20
mobile no:9840174437
Email id: sriram@patriciancollege.ac.in

Mahalakshmi G <mahalakshmi@patriciancollege.ac.in>
To: Sasikala B <sasikala@patriciancollege.ac.in>

Fri, Sep 4, 2020 at 7:43 PM

[Quoted text hidden]

—

Mrs. Mahalakshmi. G.,
Head, Department of Business Administration,
Patrician College of Arts and Science,
Chennai - 600020
Mob: +91-9840962015
email: mahalakshmi@patriciancollege.ac.in

Circular Sent to the Head of the Department regarding PTA Meeting

Greetings from PTA Committee members

The PTA/Alumni Committee members had a discussion and in turn have discussed with our college officials in the HOD meeting held on 21.08.2020. The following activities are planned for the academic year 2020-2021

1. Conducting PTA Meeting by the Class teacher coordinated by HOD through Google meet which is to be recorded and the file to be submitted to the Committee for documentation
2. Conducting PTA election for the academic year 2020-2021
3. Conducting Alumni Meet by the Department through Google Meet
4. Conducting Alumni election for the academic year 2020-2021

ACTIVITY 1:

* Conducting PTA meeting by the Class teacher coordinated by HOD through Google meet

- The class teacher have to conduct PTA through Google Meet on or before 15th September 2020. The date, time and google meet id is to be provided to PTA/Alumni Committee and the recording of the Google Meet is to be submitted for documentation
- The class teacher should make telephone calls to the Parents of the students who are fee defaulters, having academic issues etc to discuss personally about the same on or before 15th September 2020.
- Google feedback form to be obtained by the class teacher from the Parents (prepared and given by the PTA/Alumni Committee)
- Class teacher/HOD can inform the parents about the PTA election which is to be conducted on 19th September 2020(Saturday) Online and can get the nominees details for the election .

KEY POINTS

Following are the points to be discussed by the Class teacher coordinated by HOD during the Google Meet

- OVERALL PERFORMANCE OF THE CLASS IN THE UNIVERSITY EXAMINATION
- CONDUCT OF ONLINE CLASSES - THEORY AND PRACTICALS

- ATTENDANCE OF ONLINE CLASSES
- FEES TO BE PAID for the academic year 2020-2021 and the status of the same.
- * ACADEMIC CALENDAR SCHEDULE - THE IMPORTANT EVENTS WILL BE SHARED
- * Information about PERSONAL AND ACADEMIC MENTORING which is conducted by the College

HIGHLIGHTS

College Activities 2020-2021 – ACADEMIC CALENDAR SCHEDULE

- Celebrated 20th Anniversary on August 1st 2020
- Office Bearers Student Election - Conducted - online
- Conducted Investiture Ceremony.
- Online Classes through Google meet
- College being ranked No.1 among the Self Financing Colleges and ranked 27 among the non-autonomous colleges in Tamil Nadu
- Remarkable Services done during COVID-19 by the College Management

PROGRAMME SCHEDULE PLANNED FOR THE GOOGLE MEET BY THE CLASS TEACHER WITH PARENT

PRAYER

WELCOME ADDRESS

RECORDED MESSAGE BY OFFICIALS (WHICH WILL BE PROVIDED BY THE COMMITTEE)

DISCUSSION BY THE CLASS TEACHER WITH THE PARENT

DISCUSSION BY THE HOD WITH THE PARENT

GETTING ONLINE FEED BACK FORM FROM PARENTS

SUGGESTIONS FROM PARENT

VOTE OF THANKS

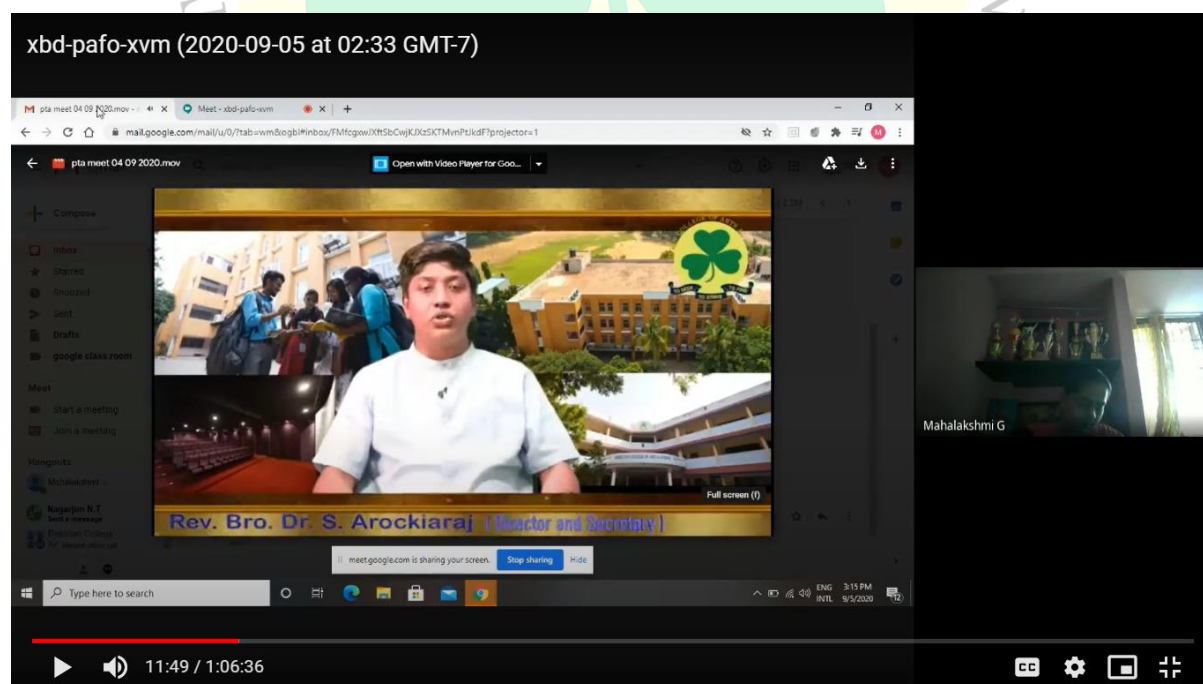
ACTIVITY 2:

Conducting Online PTA Election for the Academic Year 2020-2021

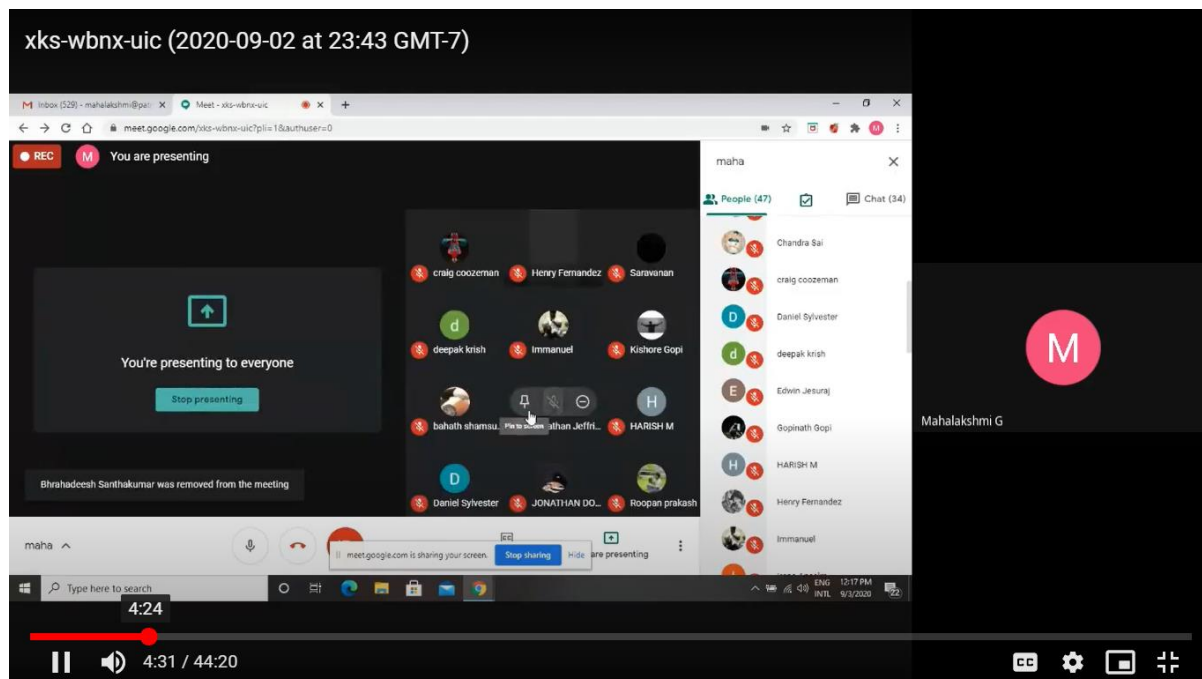
- HOD should submit the nominees list with the details of the parent who are contesting for the election on or before 16th September 2020 to the PTA/Alumni Committee in the prescribed format given to them by the committee.
- Nominees and other parents should be informed about the PTA Election date 19/09/2020.
- PTA Election will be conducted online through google meet on 19/09/2020.
- Announcement of PTA Election result will be on the same day of election 19/09/2020.
- PTA Elected members will have a meeting with the College Officials on 19/09/2020 to discuss the plans for the academic year.

Various Posts Finalised for PTA Election -2020-2021

1. President
2. Vice President
3. Secretary
4. Treasurer
5. UG representatives – 2
6. PG representatives -2



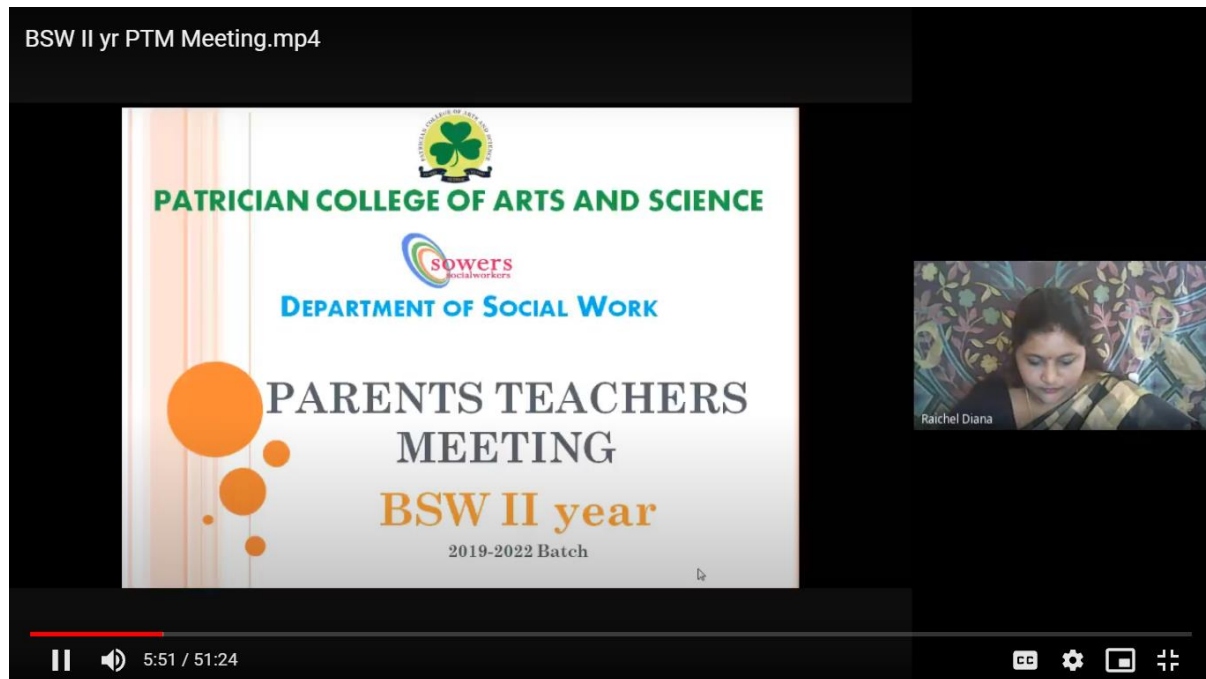
Director and Secretary Bro. Dr. S. Arockiaraj, addressing the students in the Parents Teachers Meeting Conducted by Department of Management on 5th September, 2020.



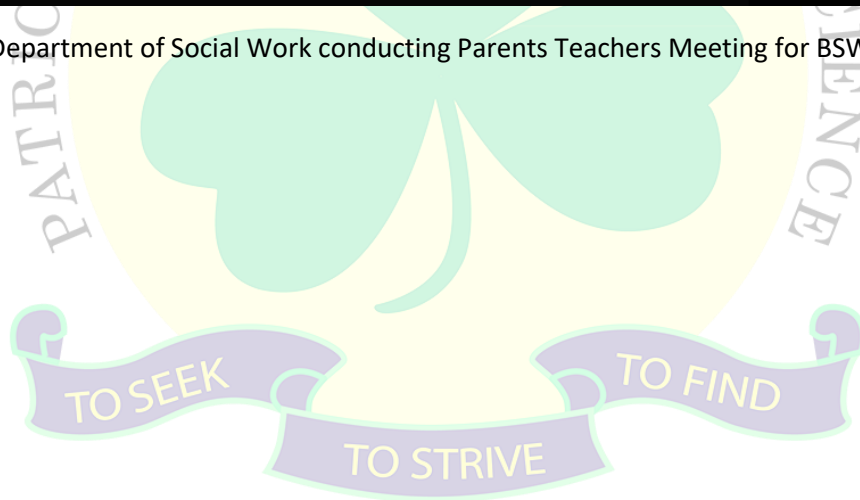
Parents Teachers Meeting Conducted by Department of Management on 5th September, 2020.

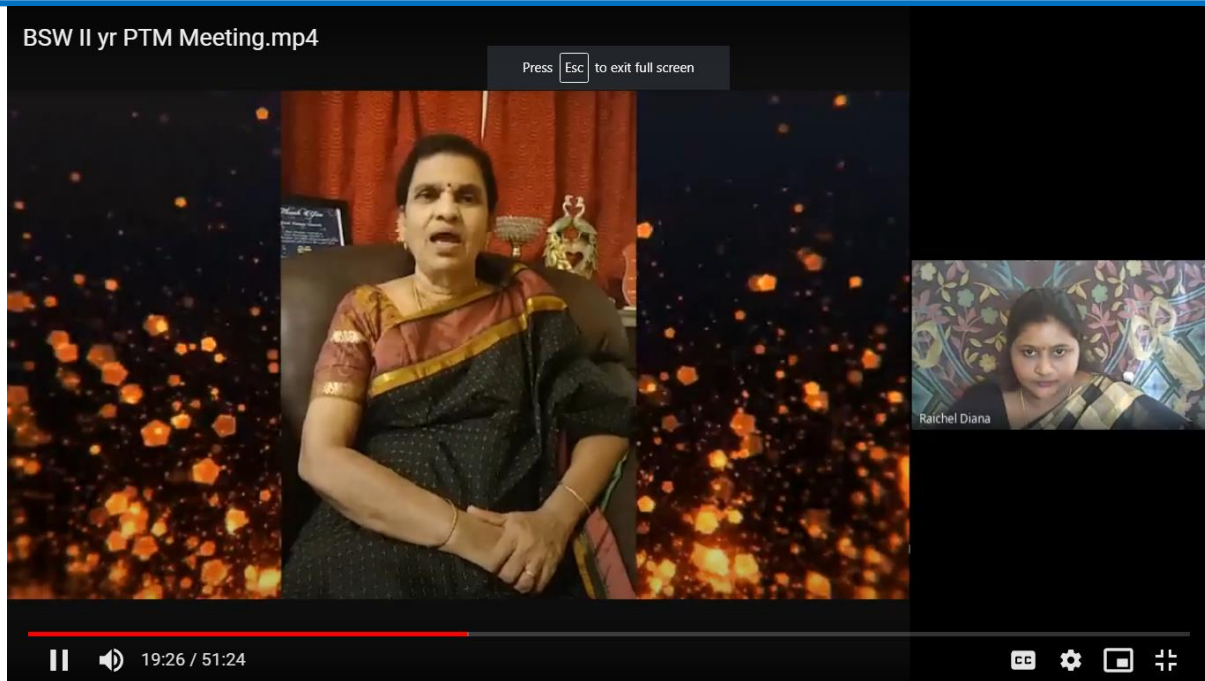


Parents Teachers Meeting Conducted by Department of Management on 5th September, 2020.

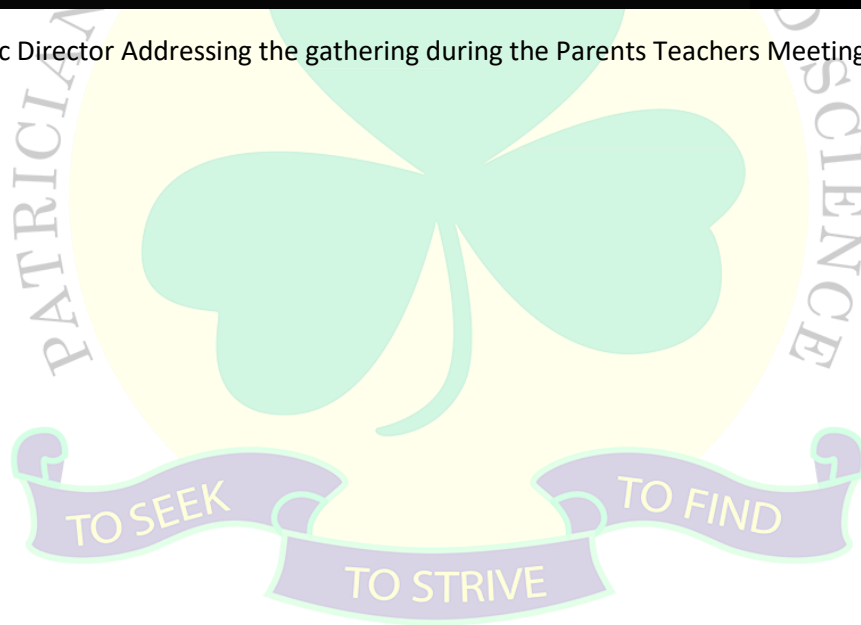


Department of Social Work conducting Parents Teachers Meeting for BSW II year





Academic Director Addressing the gathering during the Parents Teachers Meeting of BSW II year.



**PARENTS TEACHERS MEETING FEEDBACK FORMAT**

2/23/22, 3:26 PM

Parents Teachers Meeting Feedback

Parents Teachers Meeting Feedback

*** Required**

1. Students Full Name *

2. Department Number *

3. Parents Name *

4. Parents Mobile Number *

5. Was the PTM Meeting Scheduled informed to you on time ? *

Mark only one oval.☐ Yes☐ No

6. Was the timing convenient for you ? *

Mark only one oval.☐ Yes☐ No☐ Somewhat



2/23/22, 3:26 PM

Parents Teachers Meeting Feedback

7. Did the Teacher address all the queries you had ? *

Mark only one oval.

- ☐ Yes
☐ No
☐ Somewhat

8. Did the teacher inform you about the college programmes, Class schedules and Online Class Process ? *

Mark only one oval.

- ☐ Yes
☐ No
☐ Somewhat

9. Where you told about your wards performance and attendance during the meeting ? *

Mark only one oval.

- ☐ Yes
☐ No

10. Overall do you thing the Parents Teachers Meeting was useful ? *

Mark only one oval.

- ☐ Yes
☐ No



2/23/22, 3:26 PM

Parents Teachers Meeting Feedback

11. Any suggestions to improve our Parents Teachers meeting in the future ? *

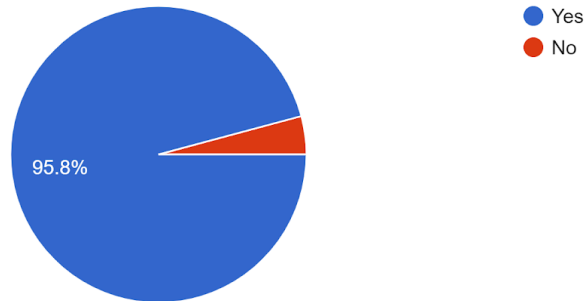
This content is neither created nor endorsed by Google.

Google Forms

SAMPLE PARENTS TEACHERS MEETING FEEDBACK

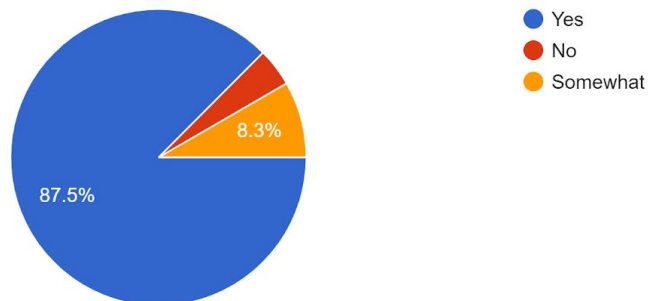
Was the PTM Meeting Scheduled informed to you on time ?

24 responses



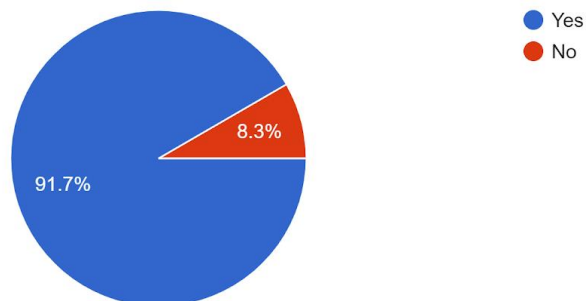
Was the timing convenient for you ?

24 responses



Where you told about your wards performance and attendance during the meeting ?

24 responses





Overall do you thing the Parents Teachers Meeting was useful ?

24 responses

