

Date: 29/08/2024

Submitted to The Principal

Parents teacher meeting for the Senior Students – 14th Sep 2024 (Saturday)

Programme Schedule

08.30 to 09.00 Hrs	Arrival of the parents and the students in the campus and receiving them near the entrance of the administrative block.
09.00 to 13.00 Hrs	Meeting the HoD, the faculty advisor and respective subject teachers at the departments.
13.00 to 13.30 Hrs	Lunch Time
13.30 Hrs	Departure

Note:

- All the Departments will be provided with a reception desk for receiving their student's parents near the entrance of the administrative block. The parents will be guided to go to their wards department by the respective department Staff.
- In the department, the parents will have an interactive session with the faculty advisor and the HoD on the matters relating to their wards academic performance, behavior, attendance and any other academic related queries. HoDs may also address the parents collectively in the department. All faculty members are requested to be available in their respective departments in the scheduled time.
- Canteen services will be available on payment basis. For Parents, Tea and Biscuits may be provided in the department. The concerned department shall make the necessary arrangements with the canteen staff.
- Details of the bus service will be provided by the Transport Convener in our College Website link;
- All Buses will leave by 13.30Hrs.
- I request the HoDs to take necessary action to inform the parents over phone, SMS and other means to call all the parents. The event is displayed in the web also. Parents of promising students are also to be invited for seeking their inputs views.
- Parent of the students who wish to meet the principal for any specific reason may do so in his chamber.

R. Ramesh
30/8/24

Principal

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R. Ramesh

Dr. R. Ramesh 29/08/24
Dean Academic Development