



Dr. Vithalrao Vikhe Patil Foudation's
COLLEGE OF PHYSIOTHERAPY

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PARENT - TEACHER MEET

STANDARD OPERATING PROCEDURE



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INDEX

Sr. No	Item
1	Definition
2	Objectives
3	Committee Members
4	Function Of Committee
5	Procedure Of Conduction Of Meeting
6	The Key Points Are Discussed As Follows
7	Parents Feedback Are Share During Meets
8	Committee Members



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PARENT TEACHER MEET

DEFINITION:-

Parent Teacher Meeting is formed by the Dr. Vithalrao Vikhe Patil Foundation's College of Physiotherapy, Ahmednagar to understand the importance of parent teacher meet /conference/ discussion session. A parent-teacher conference is a meeting between parent and teachers of their ward to discuss progress in college.

Parent Teacher Meeting supplement the information conveyed by the progress card/progress report by focusing on students specific strengths & weaknesses in individual subjects and generalizing the level of inter curricular skills & competences. The meetings are generally led by teachers who take more active role in information sharing, with parents relegated mostly to the role of listeners. Like most other meetings parent teacher conference can take the form of face -to- face meetings in which parent & teacher meet in person.

Participants- One to one meeting between a parent & a teacher. This type is used when different subjects are taught by different teachers & parents meet the teachers for all different subject individually. The type offer most confidentiality & allow the discussion of information. Many-to-one meeting is a meeting between multiple parents and one teacher. Usually the students whose parents attend the meeting are in the same class/year and the teacher is either the teacher of a particular subject or the assigned class teacher.

Frequency -Parent-teacher conferences usually take place once every years after terminal examination in the month of January/February.

Duration -The duration of parent-teacher conferences depends on the number of participating parents and teachers. Meeting with multiple participants may last two hours or longer.

Location-Most face-to-face meetings take place in institutes **“Seminar Hall”**. One- to- many meetings takes place in separate meeting rooms/ HOD rooms/ Class Rooms (Year wise). Many- to- one meeting is conducted in the Seminar hall.

OBJECTIVES:-

- To promote effective communication between parents and teachers including principal of institution
- To update parents about overall progress of their ward in an academic year
- To share common issues faced by students from parent as well as teacher perspective for overall betterment of student’s performance.
- To learn about expectations of teachers & parents about - the student & develop strategies to meet them.

COMMITTEE MEMBERS:-

Committee will consist of all year coordinators from 1st year to 4th year and one parent from each year. Principal of institute will be the president of committee, PG coordinator will be the vice-president and 1st year coordinator will be secretary. Committee will reform at the start of each academic year.

FUNCTION OF COMMITTEE:-

1. To communicate with parents and teachers about the date of meeting.
2. To prepare agenda for the meeting.
3. To prepare report of the meeting.
4. To prepare feedback analysis.
5. To prepare attendance sheet of parent & wards.
6. To update the change of address/contact no. of parents.

❖ **PROCEDURE OF CONDUCTION OF MEETING**

- Date of meeting is decided by IQAC after the declaration of academic calendar.
- The parents and teachers are notified about the date & venue at least one month before the meeting.
- Committee members personally communicated with parents about their availability for the meeting.
- On the day of meeting following schedule is:-
 - Welcome of parents.
 - Address by principal.
 - Presentation of the progress of institute.
 - Interaction of parents with teachers of departmental subjects.
 - One to one discussion about academic performance of teacher and parent.
 - Non-academic or extracurricular issues discussion with teachers and/ or principal.
 - Online/ manual feedback from parent.
 - Duly filled feedback forms are handed over to NAAC Coordinator.
 - Updates about e-governance (cloud9, College website, Journal website etc.)
 - All the parents are moved around the campus to show a new ambience of campus (Amphithers, Hostel campus, Sports Complex etc.)
 - The parents are told about the students welfare schemes (Hospital admission /treatment schemes).

THE KEY POINTS ARE DISCUSSED AS FOLLOWS:-

1. General information about college facilities and strategies, planned for current academic year.
2. Academic and clinical running program conducted were brought to their notice.
3. Special coaching classes (remedial classes in the form of self-directed learning, Assignment, seminar,.. etc) and action plans to improve slow learner results were disclosed to the parents.
4. Attendance of the potential learners students were shown to the parents.
5. Internal assessment test performance & slow learners test performance were shown to the parents.
6. Parents were informed about the study material, model answer papers, model question papers which will give to the students to ease the weak student preparation.

PARENTS FEEDBACK ARE SHARE DURING MEETS.

We were pleased to listen to the parent's feedback and assured them that necessary actions will be taken bounded within the Institutes powers.


Parents appreciated the training programs that were arranged for their ward. Parent's felt happy for the efforts taken by the departments in identifying and gathering them and disclosing their wards performance to batten down the shutters before he fails.

Parents insisted to inform them about their wards' performance at regular interval.

Parents requested to inform them about their wards absence on the same day through SMS/Phone call.

Parents requested to inform them about the tests schedules and university exam time table through SMS.

Parents requested to arrange special remedial classes for the students who had arrears.


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