



Shri Ratanlal Kanwarlal Patni Girls' College, Kishangarh

(Affiliated to Maharshi Dayanand University, Ajmer)

Approved by Government of Rajasthan

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As you are aware, the college is going to conduct a Parent-Teacher Meeting (PTM) on **04.11.2023**. To ensure the quality and success of the event, it's imperative that we pay attention to the following arrangements for quality concerns:


1. **Proper Communication:** Encourage students to effectively convey the importance of the PTM to their parents and stress the benefits of their attendance.
2. **Invitation:** Ensure that well-designed and informative invitations must send to parents well in advance. Include details such as the schedule, venue, and any special instructions.
3. **Slot Planning:** Consider scheduling slots for parent-teacher meetings to accommodate parents' diverse schedules, making it more convenient for them to attend.
4. **Hospitality:** Insure the arrangements of hospitality to make parents feel comfortable and appreciated.
5. **Report Card:** Prepare student report cards which provide a comprehensive view of assignment submissions, class test results, and attendance records.
6. **Documentation:** Create a meticulous record with geo tagged photographs and supporting documents to ensure transparency and accountability.
7. **Parent Feedback:** Collect feedback from parents regarding the PTM's organization and their overall experience. Use this feedback for continuous improvement.
8. **Summary:** After the PTM, prepare a detailed summary, including the number of parents who attended, the suggestions and comments received, and the proposed action plan based on this feedback. As per the requirement of the NAAC, request you to prepare documentation properly and provide the same to IQAC and Proctorial Board.
9. **Quality Control:** Regularly assess and improve the PTM process to enhance its quality and effectiveness. Consider conducting post-event evaluations to gather insights for future PTMs.

By incorporating these additional points, we aim to conduct a highly productive and quality-driven Parent-Teacher Meeting. The format of the invitation and feedback will be provided separately.


(Dr. Mitesh Juneja)
Proctor

CC to

- Director and Secretary
- Faculty Incharges
- IQAC
- Circular Register


(Dr. Ravi Sharma)
Principal



**Shri Ratanlal Kanwarlal Patni
Girls' College, Kishangarh**