

Government College for Girls, Manesar

Memo. No! - 7652

Dated! - 28/9/2024.

To
The Director of Higher Education Haryana,
Shiksha Sadan Sector 5
Panchkula

Subject: Report on Parent-Teacher Meeting Held on 31.08.2024

Respected Sir/Madam,

In compliance with your Letter No. Spl. 8/31-2024 NIPE, Dated 20.08.2024, a Parent-Teacher Meeting (PTM) was successfully conducted at Government College for Girls, Manesar, on 31st August 2024. The meeting, organized by the Mentor-Mentee Groups and aimed to strengthen communication between faculty and parents, ensuring the holistic development of the students. During the meeting, mentors engaged with parents to discuss the academic progress and attendance of their respective wards. Key issues related to student performance and attendance were identified, with solutions proposed and addressed on the spot.

Key Points Discussed in the Meeting are as following:-

Purpose of the Meeting

The objectives of the meeting were clearly outlined, focusing on:

- Evaluating the academic progress, attendance, and overall growth of the students.
- Addressing any behavioural issues or concerns raised by parents.
- Planning for future academic and personal development goals for the students.

Presentations by Mentors

Each mentor interacted with the parents of their respective mentees to discuss:

- Individual academic records, attendance, assignments, and involvement in extracurricular activities.
- Specific observations about each student's strengths and areas requiring improvement.

Parent-Teacher Interaction

- Allocated time slots were provided for parents to discuss their ward's progress with the respective mentors.

- Parents were encouraged to provide feedback and suggestions on the current academic environment and support provided by the faculty.

Student Involvement

- Students joined the discussions where appropriate, providing their perspectives on their progress and setting future goals.

Feedback and Suggestions

- Parents expressed satisfaction with the college's efforts in maintaining academic standards and promoting student welfare.

- Suggestions for improving communication channels and conducting more frequent PTMs were noted.

Documentation

- Mentors documented all key points discussed and agreed upon during their meetings with parents. A compiled summary of these records is attached for your kind perusal.

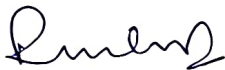
Photography and Records

- Photographs of the PTM were taken as per the guidelines and have been displayed on the college website.

The detailed report, along with minutes of the meeting, documentation, and photographs, is attached herewith for your review and further guidance.

Attachments:

1. Minutes of the Meeting
2. Photographs of the PTM
3. Compiled Summary of Mentor Reports



Dr. Ruchi
Chief Mentor



Sunita Malik
Principal
Government College for Girls,
Manesar, Gurugram

OFFICE OF THE PRINCIPAL

Government College for Girls, Manesar, Gurugram

Date: 27.08.2024

Memo No. 7583

All the faculty members are hereby informed that the first Parent-Teacher meeting for the academic session 2024-25 is scheduled to be held on 31.08.2024. from 10 a.m to 1 p.m.
Kindly note the agenda of the meeting:

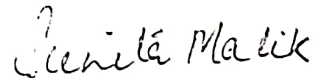
Class	Mentor	Room No
B.Com 1 & BA 1 (Roll No. 1-25)	Ms. Jyoti	1
B.Com 2	Dr. Preeti	5
B.Com 3	Ms. Shweta	6
B.Sc 1, 2, 3	Ms. Akshi	Women cell
B.A 1 (Roll No. 26 onwards)	Mr. Tekchand	2
B.A 2 (Roll No. 1-65)	Dr. Gajraj	3
B.A 2 (Roll No. 66 onwards)	Ms. Sanehlata	Library
B.A 3 (Roll No. 1-65)	Dr. Shruti	4
B.A 3 (Roll No. 66 onwards)	Dr. Manoj	7

The primary objective of this meeting is to to discuss the attendace and academic progress of students to enhance their academic and personal development.



(Dr. Ruchi)

Chief Mentor



Jeevita Malik
Principal,

Government College for
Girls, Manesar, Gurugram
Principal
Government College for Girls,
Manesar, Gurugram

Office Of the Principal, Government College for Girls, Manesar
Parent-Teacher Meeting (PTM) for Mentor-Mentee Groups

Memo No. 7564

Date: 21.08.21024

Agenda for Parent-Teacher Meeting (PTM)

In compliance with letter no. Spl. 8/31-2024 NIPE dated 20.08.2024 from the Director of Higher Education, Haryana, the Parent-Teacher Meeting (PTM) for Government College for Girls, Manesar, is scheduled to be held on 31.08.2024. Kindly note the guidelines as follows:

1. Purpose of the Meeting

- Discuss the academic progress, attendance, and overall development of students.
- Address any behavioral issues or concerns.
- Plan for future academic and personal development goals.

2. Presentation by Mentors

- Each mentor will meet with the parents of their respective mentees.
- Discussion of academic records, attendance, assignments, and extracurricular activities.
- Sharing of specific notes on each student's performance, strengths, and areas needing improvement.

3. Parent-Teacher Interaction

- Parents will be given allocated time slots to discuss their child's progress with the mentor.
- Opportunity for parents to voice any concerns or suggestions.

4. Student Involvement (if appropriate)

- If deemed appropriate, students may join the discussion to provide their perspective and discuss their goals and aspirations.

5. Documentation

- Mentors will document key points discussed and agreed upon during the meeting.

- A compiled summary will be signed by the Principal and mailed to the college email after each meeting.

6. Photo Record

- GPS Photos of the PTM will be taken and displayed on the college website as per guidelines.

Mentee Details Collection Format

Faculty members are requested to gather the following details about their mentee students to be shared during the Parent-Teacher Meeting:

1. Student Information:

- Name of the Student:
- Roll Number:
- Class/Semester:
- Contact Information:

2. Academic Performance:

- Grades in the last semester/year:
- Subject-wise performance:
- Areas of strength:
- Areas needing improvement.

3. Attendance Record:

- Attendance percentage in the last semester/year:
- Any instances of attendance below 60%:
- Reasons for low attendance (if applicable).

4. Behavioral Observations:

- General behavior in class:

- Participation in class discussions:
- Interaction with peers and faculty.

5. Extracurricular Activities:

- Participation in college events and activities:
- Leadership roles or special achievements:
- Interests outside of academics.

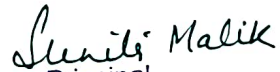
Communication Instructions for Faculty:

- Please inform parents of your mentees about the PTM through call, whatsapp and email to discuss the agenda..
- **Documentation:** After the PTM, ensure that all documentation is compiled and mailed to college.

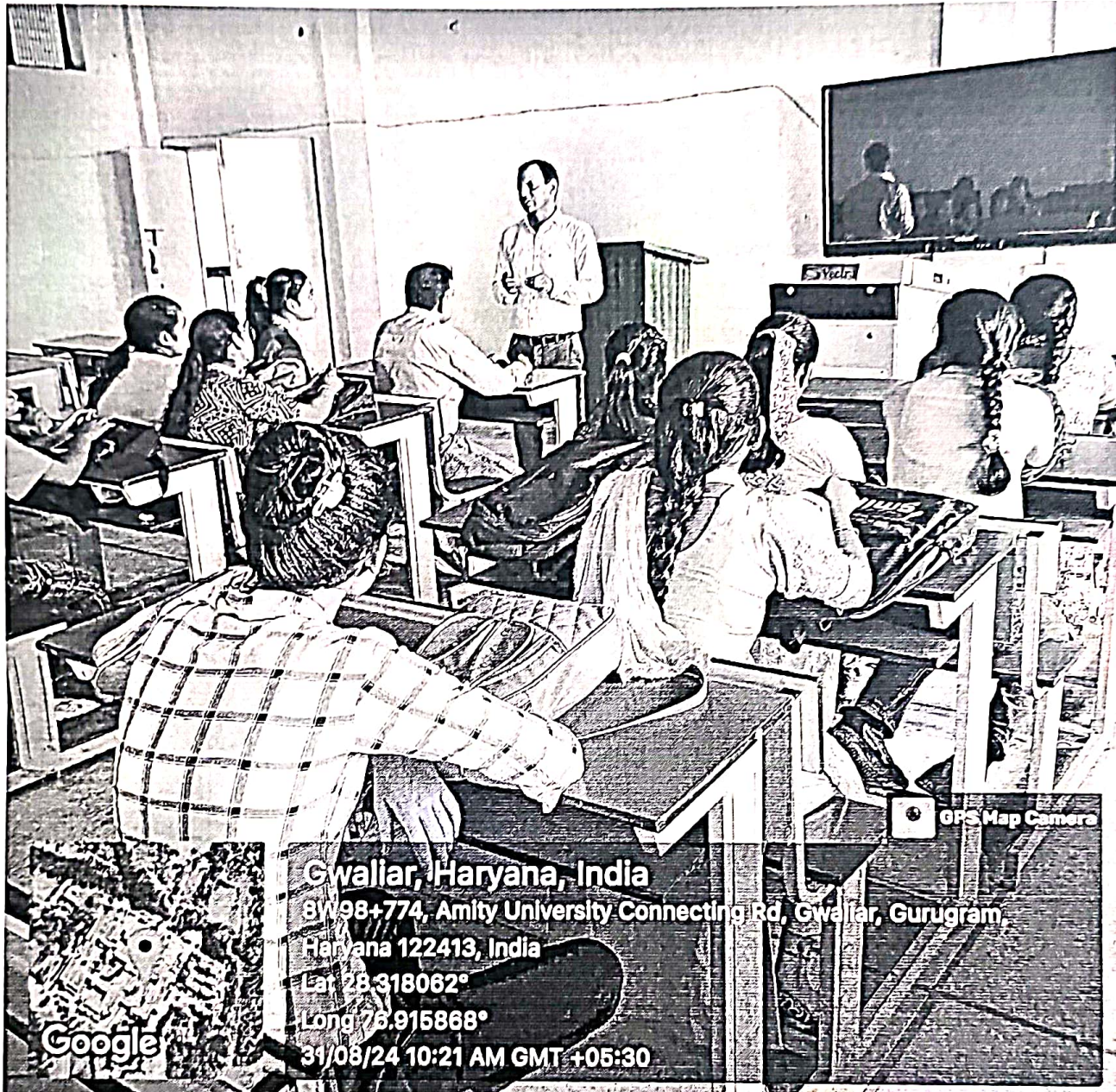


Chief Mentor

Dr. Ruchi



Principal
Government College for Girls,
Manesar, Gurugram



Gwalior, Haryana, India

8W98+774, Amity University Connecting Rd, Gwalior, Gurugram,
Haryana 122413, India

Lat 28.318062°

Long 76.915868°

31/08/24 10:21 AM GMT +05:30

Google

GPS Map Camera







GPS Map Camera

Gurugram, Haryana, India

Rewari - Delhi Rd, Gurugram, Haryana 122015, India

Lat 28.336145°

Long 76.92788°

31/08/24 10:22 AM GMT +05:30

Google

Feedback



DATE

मीने के आज रात हुई, बहुत अच्छा रैलपोन्स मिला, अच्छा लगा,
मे-चाहेंगा परे-टक मीटिंग सम्पन्न न हो, वो कगले कम नाइली
होना-चाहिए। बहुत बहुत धन्यवाद।

दीक्षा खेगा R. 11/10/25 (गिरीश कुमार सिंह)

मीने आज रात हुई की मीटिंग बे सामिल हुआ
मैंडम से बात करके बहुत अच्छा लगा
उन्होंने होंग हमारे बच्चे को बहुत अच्छा गाईड किया

(Shyam Kumar)

