



Date: 23/11/2023

Ref no: SSIU/SMCLA/2023/PTM/MOM/

## Minutes of Meeting (MOM)

### SCHOOL OF MANAGEMENT, COMMERCE AND LIBERAL ARTS

#### Parents-Teacher Meeting

Date: 23rd November 2023

Time: 10:00 AM to 11:15 AM

Venue: Seminar Hall

#### Members Present:

- Dr. Sourbhi Chaturvedi, Director
- Dr Varsha Patel, Head of the Department
- All Faculty Members of the Department

#### Purpose:

To review academic performance, enhance parental engagement, and formulate actionable strategies aimed at continuous quality improvement.

#### Meeting Proceedings:

The Parents-Teacher Meeting was convened on **23rd November 2023** under the esteemed leadership of **Dr. Sourbhi Chaturvedi**, Director, and was attended by the Head of the Department along with all faculty members. The session aimed to evaluate ongoing academic progress, solicit valuable feedback from stakeholders, and establish a roadmap for sustaining and enhancing academic excellence.

#### Agenda Points Discussed:

1. **Strengthening Subject-Wise Remedial Classes:**
2. **Improving Mentor-Mentee Documentation:** Implementation of standardized formats and practices to ensure effective tracking of student development and mentor interactions
3. **Cleanliness of certain classrooms was not up to the required standards, with concerns about dust, unclean floors, and lack of proper cleaning supplies, affecting the learning environment** Use of Academic Progress Tracking Sheets:
4. **Several parents expressed concerns about student safety and discipline on campus..**
5. **Online PTM Request**

  
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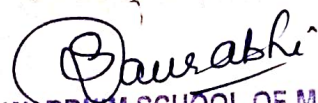
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Campus: At Post Bhoyan Rathod, Nr. ONGC WSS, Opp. IFFCO Adalaj-Kalol Highway, Gandhinagar, Gujarat - 382420

### ACTION TAKEN REPORT

The Parent-Teacher Meeting (PTM) served as a valuable platform for open dialogue between parents, students, and faculty. Various constructive suggestions and concerns were shared during the meeting, aimed at enhancing academic performance, campus safety, and overall student well-being. The university has taken each point seriously and initiated appropriate measures to address them effectively. The following table highlights the key suggestions raised and the corresponding actions implemented by the university.

SUGGESTION	ACTION TAKEN
<b>Remedial Classes</b>	<ul style="list-style-type: none"> <li>Parents were informed about the ongoing remedial classes, and daily attendance records were regularly shared with them to ensure transparency and encourage student participation. Remedial classes targeted students with academic backlogs or low internal performance.</li> </ul>
<b>Mentor-Mentee Documentation</b>	<ul style="list-style-type: none"> <li>A uniform digital template was introduced for mentors to record monthly academic progress of each mentee, ensuring consistency across departments.</li> </ul>
<b>Cleanliness of certain classrooms was not up to the required standards, with concerns about dust, unclean floors, and lack of proper cleaning supplies, affecting the learning environment.</b>	<ul style="list-style-type: none"> <li>Daily cleaning and maintenance of classrooms, including floors, desks, and common areas, were implemented to ensure a hygienic and comfortable learning environment. Housekeeping staff was assigned specific duties, and regular checks were conducted to maintain cleanliness throughout the day.</li> </ul>
<b>Several parents expressed concerns about student safety and discipline on campus.</b>	<ul style="list-style-type: none"> <li>CCTV cameras were installed in classrooms, corridors, entrances, and other strategic locations across the campus.</li> </ul>
<b>Online PTM Request</b>	<ul style="list-style-type: none"> <li>A hybrid model for PTMs was launched where parents could either attend physically or join via video conferencing, ensuring higher participation and flexibility, especially for outstation parents.</li> </ul>

  
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