

## **Guidelines for Parent Teachers Meet ( PTM) in Government Polytechnics.**

1. PTMs will be conducted twice in a semester. First PTM will be scheduled approximately after one month of starting of the semester classes and second PTM will be scheduled before one month of the end of the semester classes.
2. PTM Guidelines along with annexure (in Hindi and English Language) will be displayed at the college website. Scheduled date of the PTM will be communicated to Parents/Guardians of the student by Phone/ Whats app/ SMS by the Head of the Department.
3. Feedback regarding student's performance will be filled by the faculty of the concerned subject as per the **Aneexure-1 (Student's Performance Assessment Form)**.
4. Faculty's Feedback will be filled by the student in the form as per **Annexure-2 (Student's Feedback form )**.
5. HOD of the concerned branch will ensure that students have been explained about the Guidelines and filling of Annexure-2.
6. HOD of the concerned branch will maintain a Register (Subject wise). Parents/ Guardians and Faculty signature will be recorded in the Subject register, provided the Parents/Guardians meet concerned subject faculty. Comments/ feedback of the Parents/Guardians will also be recorded in the subject register.
7. It is expected from the Parents/ Guardians that they will interact with each subject teacher during the PTM and will provide give their feedback. Parents/ Guardian may meet, concerned subject faculty on the date of PTM, in case the subject is taught in different Department.
8. Principal of the College will convene a departmental meeting after each PTM and will assess students performance and students feedbacks and will take appropriate action accordingly.
9. Covid-19 protocols of the State and Central Government (if any) will be followed during PTMs.
10. Other directions as communicated by Director, Technical Education will be followed for PTMs.