



# St. Martin's Engineering College

An Autonomous Institute

Approved by AICTE / Affiliated to JNTU, Hyderabad / NAAC Accredited 'A+' Grade  
UGC & 12(B) status (UGC) / ISO 9001:2008 Certified / NBA Accredited / BIRAC (DSIR) / UGC-Paramarsh

Recognized Remote Center of IIT, Bombay

Dhulapally, Secunderabad – 500100

www.smec.ac.in



**DR. P. SANTOSH KUMAR PATRA**  
PRINCIPAL

Cir. No: SMEC/Principal's Office/2022-23/005

Date: 01-08-2022

## CIRCULAR

This is to inform to all the B.Tech I Year students that Parents-Teachers Meeting is scheduled on 6<sup>th</sup> August 2022 from 10.00 A.M. to 12.00 P.M. at Mokshagundam Visvesvaraya Block.

Therefore, HOD is asked to follow the following instructions:

- 1) Phone call to all the parents.
- 2) Prepare students data like attendance (%) etc.
- 3) Take the signature of the parent in Mentor-Mentee book during Parents-Teachers Meeting.

  
Principal

- Cc to: 1) The Chairman – For kind information  
2) The Executive Director - For kind information  
3) HOD(S&H) – To be read in all classrooms.

PRINCIPAL  
ST. MARTIN'S ENGINEERING COLLEGE  
UGC - AUTONOMOUS  
Survey No 98 & 100, Dhulapally (V)  
Dundigal-Gandimaisamma (M), Medchal-Malkajgiri (D)  
Secunderabad-500 100, Telangana



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## DEPARTMENT OF SCIENCE AND HUMANITIES

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### Summary Report on Parent Teachers Meeting

Date: 06/08/2022

Parent Teachers Meeting was held on 06/08/2022 (Saturday) between 10.00 AM to 1.00 PM organized at in the department of SCIENCE & HUMANITIES, St. Martin's Engineering College. Invitations were intimated well in advance to the parents of I B.Tech by Department Counselors through phone call and messages.

The meeting was conducted in respective Department Class Rooms, Faculty Cabin and in HOD Cabin. At the outset PTM Members, HOD of S&H welcomed the parents and introduced the respective proctors of the students to parents.

#### Outcomes of Parent Teachers Meeting

- Around 191 parents attended to the Parent Teachers Meeting.
- One to One interaction between parents and mentors, class in-charges, subject in-charges was ensued.
- Discussion was focused on
  - a. Consolidated Attendance / SEM-II, Mid-I Marks.
  - b. Student's specific strengths and weaknesses in individual subjects and discipline in classrooms.
  - c. Various activities, trainings, upcoming events for the students.
  - d. Development of communication skill, aptitude skill, verbal and non-verbal reasoning practicing methods in home.
  - e. News paper reading
  - f. Students, identified as low performers were advised and tips were given to improve their performance.

### **Parents Feedback**

- Parents expressed their appreciation towards the achievements and growth of the college.
- Expressed their happiness towards the quality of education at the college and the department.
- Parents praised the college for providing facilities and encouragement for extracurricular/ co-curricular activities which helps overall development of the student.
- Parents expressed their thanks for hospitality provided by the department.

### **Summary of Administrative Issues/Suggestions discussed in the Parent Teachers Meeting**

Parents requested

- To consider first hour attendance if their wards come late.
- To extend support and assistance to their wards wherever required.
- To monitor their children on a regular basis for betterment of result.

All parents are informed that the above actions are already being taken on daily basis and assured them that they will get continued support from college.

### **Summary of Counseling Done / Remedial Actions Proposed**

All the above concerns from the parents are brought to the notice of Principal for possible solutions.

**SAMPLE PHOTO COPY OF PARENT TEACHER MEETING**



NAME OF THE MENTOR: Dr.SOMESHWAR SIDDI ROLL NO:21K81A0568  
NAME OF THE STUDENT: B.SAI DEEPAK BRANCH:CSE-B  
NAME OF THE PARENT: B.KONDAI



NAME OF THE MENTOR: Ms.M SRAVANI MENTOR HALL NO:2406  
NAME OF THE STUDENT: P SHREYA BRANCH:EE  
NAME OF THE PARENT: P.KAVITHA

**SAMPLE PHOTO COPY OF PARENT TEACHER MEETING**



NAME OF THE MENTOR: Mrs.S.ANITHA      MENTOR HALL NO:2005  
NAME OF THE STUDENT: Vibha Kulkarni      BRANCH:CSE B  
NAME OF THE PARENT: Veena Kulkarni



NAME OF THE MENTOR: Mrs. K PRIYANKA      MENTOR HALL NO:2304  
NAME OF THE STUDENT: L Ashlesha      BRANCH: IT-C  
NAME OF THE PARENT: L Pruthvira

SAMPLE PHOTO COPY OF PARENT TEACHER MEETING



NAME OF THE MENTOR: Mrs.G.VANAJA      MENTOR HALL NO: 2009  
NAME OF THE STUDENT: M.Yashvardhan Goud    BRANCH:ECE A  
NAME OF THE PARENT: M.Sowjanya Goud

*S. Hemalatha*  
PTM Co-coordinator

*P. P. Reddy*  
HOD  
Head of the Department  
Department of Humanities & Sciences  
St. Martin's Engineering College

*J. N. V.*  
8/8/22  
Principal  
PRINCIPAL  
St. MARTIN'S ENGINEERING COLLEGE  
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Cc:

1. PTM Coordinator: for Kind information
2. Website Uploading