



ENGINEERING COLLEGE AJMER

(AN AUTONOMOUS INSTITUTION OF GOVT. OF RAJASTHAN)

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Department of Computer Science & Engineering

Office Order regarding Parents Teacher Meeting (PTM)

Following committees are constituted to conduct the Parents Teacher Meeting (PTM) of CE and IT students of IV Sem. The meeting is required to be completed before 30th April 2021.

Branch	Name of Faculty Members
Computer Engineering IV Semester	Dr. Anita Choudhary
	Mr. Satish Ray
	Mr Rakesh Verma
Information Technology IV Semester	Mrs. Shalini Yadav
	Mr. Pawan Kumar
	Mrs. Suman Choudhary

The committee will prepare a proper schedule along with an online link of the PTM in consultation with HoD. The prepared schedule will be put on the website and also conveyed to students (through classroom) to inform about PTM to their parents. Additionally, if the parents are not able to join the online link then the committee will interact with the parent telephonically (details may be taken from ERP Coordinator or Proctor Section). The PTM will have the following agendas.

- Briefing about department achievements to parents by HoD.
- Brief about the online classes to parents.
- Brief about the student performance to parent based on available TR of II Semester and internal marks of III Semester (These may be obtained from exam coordinators).
- Brief about the internship program to parents.
- Feedback from the parent about the study schedule of student from parent.
- Suggestions from the parent about the teaching-learning process.
- Any other feedback from parents.

The committees will maintain the proper record of PTM for each student. All the reports (in prepared format in consultation with HoD) will be handedover to the departmental student coordinators of respective branches.

Dr. Jyoti Gajrani
HoD(CSE)

Copy to (through e-mail/Website) 1. Principal for kind information 2. Concerned faculty members 3. Department File