

NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY

PHARMACY INSTITUTE, Greater Noida

Institutional Policy for Parents Teacher Meeting

Date: 17/08/2015

Pharmacy Institute has decided to arrange parents' teacher meeting (PTM) every year. The guidelines for PTM are as follows:

- Parent teacher meeting will be conducted once in every semester, preferably after first sessional.
- The scheduled date for PTM is always to be mentioned in academic calendar.
- Invitation to all the parents will be sent 15-21 days before the date of PTM and a reminder will be given 7 days before by sending SMS.
- Coordinator of each class will interact with the parents corresponding to the students of his class and also answers of all the academic and non-academic queries of parents. Mentors will also be available to answer any query of the guardians.
- Individual subject teachers will also assist the coordinator to address any issues related to the matter of individual subject.
- On PTM, mission and vision of the Institute will be nicely explained to the parents.
- Academic calendar will also be distributed to the parents.


17/8/15

Dr A.Mazumder

Director, Pharmacy Institute, NIET

Copy to through ERP

- Hon`ble MD/AMD for kind information pl.
- All HODs
- All faculty members
- Registrar for record