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Foundation  
Ahmednagar



**DVVPF'S MEDICAL COLLEGE AND HOSPITAL  
AHMEDNAGAR**

# **Parent Teacher Meet**

**DVVPF'S Medical College & Hospital, Ahmednagar**

**STANDARD OPERATING PROCEDURE (SOP)**

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### **INTRODUCTION:**

Parent teacher meeting is a prominent and notable feature of the institute curriculum. The agenda of these interactive meets of the parent and teachers to discuss the overall development in academic and extracurricular activities of the student and to get a solution for any problem pertaining to academic and extracurricular growth of the student.

Parent teacher meetings is organised by the institute with a motive that the parents will gets the opportunity to have close interaction with all the concerned teachers and institute authorities who work with their ward on day to day basis. These meets helps the parents to discuss the progress shown by their ward and finding workable solutions to the problems students face to achieve professional and academic growth in concerned subject and extracurricular activities. Parent teacher meetings will be planned and organised to ensure that they are a positive experience.

### **SCOPE OF DOCUMENT**

This policy applies to all DVVPF's Medical College & Hospital premises, all undergraduate and postgraduate students and staff employed (on a permanent or contract basis), and all other persons engaged in business on behalf of the DVVPF's Medical College & Hospital, Ahmednagar.

### **PARENT'S ROLE:**

1. The parents must be regularly in contact with the concerned mentor provided to the students by the institute to have regular updates about reforms in rules and regulations and notifications issued by the institute regarding course academic, extracurricular and fees issues.
2. Quarterly visits of the parents are must to the institute for having regular updates about the progress of their ward in academics and extracurricular activities.
3. Parents must keep a tract of their wards activities and friends community inside and outside of the institute campus as well.
4. Parents must make the students aware about their behaviour in institute and campus should be as per the rules and regulations of the institute and governing bodies of the courses.
5. Parents also must make students aware about the "Anti-ragging" campaign run by the institute and the government to make them a responsible citizen.
6. Parents must answer or meet the concern authorities if in any case instructed by the institute at a given time. Due to any reason parents not able to contact authorities they can contact PTM Coordinator to get the appointment with concerned authorities/ faculties or to change the appointment date scheduled.

#### **NOTE:**

Under no conditions should parent criticize any teacher in presence of his/her ward for it adversely affects the overall development of the student to a considerable extent and impedes his/her learning process. The student might develop a critical attitude, get de-motivated and might not accord due respect to elders.

### **PARENT TEACHER MEETING OBJECTIVE: -**

1. The PTM are conducted to maintain the communication between parents, teachers and the students.
2. The teachers will provide factual information to the parents on their records to date.
3. Parents will learn about the progress of their ward in every subject.
4. Parents will learn about the areas of success of their ward as well as the areas which need to be improved.
5. Parents will be informed about slow learners and what improvements to be brought about.
6. Parents will learn how they can best support their wards in their academic and extracurricular progress.
7. Parents of fast learners will be informed and students will be appreciated.
8. Relevant personal information can be shared by the parents to enable the teachers to better understand and support the students in institute.
9. Teachers can have confidential discussion with parents on following issues
  - a. In case the student (he/she) is not able to develop interest in course/subjects.
  - b. In case the student (he/she) has psychiatric problem OR need psychiatric help.
  - c. In case the student (he/she) expenditures are out of control.
  - d. In case the student (he/she) had developed any habit of consumption of alcohol /smoking/drugs, etc.

- e. In case student (he/she) is a chronic late comer to the classes (theory/practical's/clinics, etc.)
- f. In case student (he/she) have developed habit of late night outing / out of hostel without any specific reasons.
- g. In case the student (he/she) is behaving aggressively with classmates/ batch mates, seniors, juniors/teaching faculties/non-teaching faculties.
- h. In case too many dues are pending with the students.
- i. In case there is no overall development in the personality of the student at all.

10. Educate and sensitize all concerned teaching staff about the issues students face during the theory and practical classes.
11. To find a permanent solution for the issues raised by the parents related to the students' academic and extracurricular activities.
12. Students reach their academic potential and get maximum benefit from their time in institute.
13. Issues regarding teaching qualities of teachers will be discussed.
14. Issues regarding behaviour of the teachers towards the student/students will be discussed.
15. Issues regarding the methods used by the teachers to teach students will be discussed.
16. Parents and teachers support each other's work for the academic and extracurricular benefit of the students.

## **STANDARD OPERATING PROCEDURE FOR THE PARENT TEACHR MEET ACTIVITIES**

### **SCHEDULE OF PARENT TEACHER MEET (PTM)**

In an academic year PTM is held for First MBBS students twice by the institute:

1. First PTM: - On first day after inaugural function.
2. Second PTM: - After the preliminary examination in mid of April of every year.
3. The dates of PTM may vary each year.
4. Venue for the PTM will be set out in advance of the meeting.

### **RULES AND REGULATIONS:**

1. Those parents who are not able to attend the PTM on scheduled time should provide written intimation.
2. Concerned parents of those students is not showing promising progress and those not able to attend the PTM are always welcome to the institute during official timings.
3. To discuss issues related with academics and extracurricular activities with concerned HOD's, Professors, and teaching faculties, parent have to take prior appointment of meeting after consultation with Co-ordinator of PTM.
4. Parents are not allowed to contact any Professor or teaching faculties directly in respective departments directly as per the rules of institute.
5. PTM Co-ordinator coordinates between UG/PG Co-ordinators, HOD's, and Mentorship Committee to keep tract of the student's overall presentation and convey/ communicate to the parent.
6. Students are instructed to attend the PTM along with their parents/guardians.
7. Teachers have the option to meet with parent alone or with the parent and student.
8. Prefects will be available on the day to help ensure the smooth running of the meeting and to assist parents at the meeting.
9. Meeting with the teachers should be kept to a minimum of 5-10 minutes only.
10. Concerned authorities will be available, along with mentors at the time of PTM.



*[Handwritten signature of Dr. Vithalrao Vikhe Patil]*  
Dr. Vithalrao Vikhe Patil  
DEAN

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