

PARENT-TEACHER-MEET
STANDARD OPERATING
PROCEDURE



Shri Vithalrao Joshi Charities Trust's
SAMARTH NURSING COLLEGE
ISO 9001 : 2015 Certified
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(Recognised by Indian Nursing Council, Maharashtra Nursing Council & Maharashtra University of Health Sciences, Nashik and MSB/NPE Board, Mumbai)

PARENT TEACHER MEET

Parent Teacher Meeting is formed by the SVJCT'S SAMARTH NURSING COLLEGE, DERVAN to understand the importance of parent teacher meet /conference/ discussion session.

Parent Teacher Meeting supplement the information conveyed by the progress card/progress report by focusing on students specific strengths & weaknesses in individual subjects and generalizing the level of inter curricular skills & competences. The meetings are generally led by teachers who take more active role in information sharing, with parents relegated mostly to the role of listeners. Like most other meetings parent teacher conference can take the form of face –to- face meetings in which parent & teacher meet in person.

Participants- One to one meeting between a parent & a teacher. This type is used when different subjects are taught by different teachers & parents meet the teachers for all different subject individually. The type offer most confidentiality & allow the discussion of information. Many-to-one meeting is a meeting between multiple parents and one teacher. Usually the students whose parents attend the meeting are in the same class/year and the teacher is either the teacher of a particular subject or the assigned classteacher.

Frequency- Parent-teacher conferences usually take place once every years after terminal examination in the month of January/February.

Duration -The duration of parent-teacher conferences depends on the number of participating parents and teachers. Meeting with multiple participants may last two

participating parents and teachers. Meeting with multiple participants may last two hours or longer.

Location-Most face-to-face meetings take place in institutes “**class room no.5**”. One-to-many meetings takes place in separate meeting rooms/ HOD rooms/ Class Rooms (Year wise). Many – to- one meeting is conducted in the class room no.5.

OBJECTIVES:-

- To promote effective communication between parents and teachers including principal of institution
- To update parents about overall progress of their child in an academic year
- To share common issues faced by students from parent as well as teacher perspective for overall betterment of student’s performance.
- To learn about expectations of teachers & parents about - the student & develop strategies to meet them.

COMMITTEE MEMBERS:-

Committee will consist of All year co-coordinators and one parent from each year. Principal of institute will be the president of committee, vice principal will be the vice- president and 1st year M.Sc. Nursing co-coordinators will be secretary. Committee will reform at the start of each academic year.

FUNCTION OF COMMITTEE:-

1. To communicate with parents and teachers about the date of meeting.
2. To prepare agenda for the meeting.
3. To prepare report of the meeting.
4. To prepare feedback analysis.
5. To prepare attendance sheet of parent.
6. To update the change of address / contact no. of parents.

❖ **PROCEDURE OF CONDUCTION OF MEETING**

- Date of meeting is decided by the Principal of the college.
- The parents and teachers are notified about the date & venue at least one month before the meeting.
- Committee members personally communicated with parents about their availability for the meeting.
- On the day of meeting following schedule is:-
 - Welcome of parents.
 - Address by principal.
 - Presentation of the progress of institute.
 - Interaction of parents with teachers of departmental subjects.
 - One to one discussion about academic performance of teacher and parent.
 - Non-academic or extracurricular issues discussion with teachers and/ or principal.
 - Manual feedback from parent.
 - Duly filled feedback forms are handed over to NAAC Coordinator.
 - All the parents are moved around the campus to show a new ambience of campus (Hostel campus, Sports Complex etc.)
 - The parents are told about the students welfare schemes (Hospital admission /treatmentschemes).

THE KEY POINTS ARE DISCUSSED AS FOLLOWS:-

1. General information about college facilities and strategies, planned for current academic year.
2. Academic and clinical running program conducted were brought to their notice.
3. Special coaching classes (remedial classes in the form of self-directed learning, Assignment, seminar,.. etc) and action plans to improve slow learner results were disclosed to the parents.
4. Attendance of the potential learners students were shown to the parents.
5. Internal assessment test performance & slow learners test performance were shown to the parents.
6. Parents were informed about the study material, model answer papers, model question papers which will give to the students to ease the weak student preparation.

PARENTS FEEDBACK ARE SHARE DURING MEETS.

We were pleased to listen to the parent's feedback and assured them that necessary actions will be taken bounded within the Institutes powers. Parents appreciated the training programs that were arranged for their child. Parent's felt happy for the efforts taken by the departments in identifying and gathering them and disclosing their child performance to batten down the shutters before he fails.

Parents insisted to inform them about their child's performance at regular interval.

Parents requested to inform them about their child's absence on the same day through SMS/Phone call.

Parents requested to inform them about the tests schedules and university exam time table through SMS.

Parents requested to arrange special remedial classes for the students who had arrears.


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PARENT-TEACHER MEET HALL INFRASTRUCTURE

In our institute parent teacher meet is organized every year after terminal examination results. Mostly face-to-face parent-teacher meetings take place in institute's "Class room no.5". One-to-many meetings takes place in separate meetingrooms/HODrooms/ClassRooms(Yearwise).Many-to-onemeetingis conducted in the "Class room no.5".

INFRASTRUCTURE OF HALL:-

Sr. No.	INFRASTRUCTURE
1	LCD Projector one each classroom
2	Laptop one each class room
3	Total no. of benches in class room no.5 - 50
4	Filter Water facility provided