

**DES'S BRIJLAL JINDAL COLLEGE OF  
PHYSIOTHERAPY,PUNE**

**POLICY FOR PARENT  
TEACHER MEETING**

**17-18 ONWARDS**

## **Purpose**

This document is for guidelines for the Parent Teacher Meeting program to be conducted in college each year.

## **Operational Definitions**

### **Parent teacher Meeting-**

This refers to a meeting between the class in-charge and parents of the students in that class to discuss student's academic and non academic progress, difficulties and issues faced, suggestions and reviews from parents in order to attain a over all development of the student.

### **Procedure-Implementation and Operation**

- Frequency-  
At least once a year for first year BPTTh students, twice a year for II,III,IVBPTTh students.
- Participants-  
At least one parent and class in-charge should be present for the meeting.Principal can be available as per the issues on agenda.
- When should it be scheduled?
  - a. At the start of the year/induction program for I BPTTh
  - b. After terminal/Prelim exam for II,III,IV BPTTh
  - c. As per the need in between the exams or after the exam during academic year.
- Procedure
  - a. Class In-charge should announce the meeting at least 3 weeks before the meeting
  - b. Parent and student both should be present for the meeting
  - c. Attendance should be taken and records should be maintained by the class in-charge
  - d. In-charges should discuss agenda, important observations, students' performance and any pressing issues. Suggestions/Complains from parents also should be discussed. After the meeting attendance should be taken
  - e. In-charge should make a report of the meeting as per given format.
  - f. Follow up report as per steps taken also should be made within 3-6 months of the meeting depending on the issue and suggestions and as per given format.
  - g. In-charge should take feedback from the parent/student after follow up to ensure that appropriate steps were taken for the said issue as per discussion in the PTM.

- All SOP should be followed strictly.

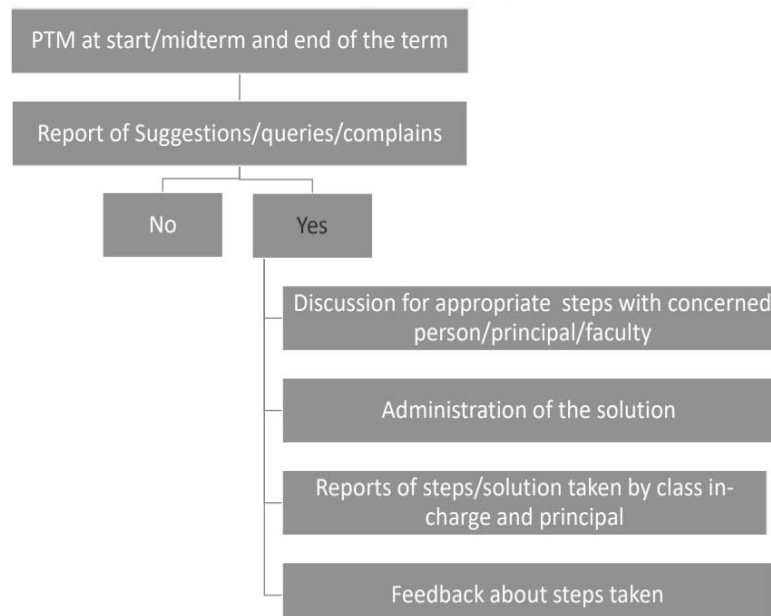
### Responsibility

1. Parents of the student
2. Class coordinators /Principal

### Documentation

- As per format attached

## FLOW CHART FOR PTM



*[Signature]*  
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