

**JIS College of Engineering**  
**Block-A, Phase-III, Kalyani, Nadia - 741235.**

**PARENT TEACHER'S MEETING - REPORT**  
**FOR THE ACADEMIC YEAR 2016-2017**

The Parent Teacher's Meeting for the students of Electrical Engineering organized by the Department of Electrical Engineering on 23rd November of 2016.

The meeting started with the welcome address by Dr. M.R. Dave, Principal, and Dr. S.S. Gupta, Dean Academics, Mr. A. Paul, Head of the Department, briefed the gathering of 103 parents about the activities and also explained how the department offers the best possible learning environment for the students. Subsequently student's attendance, academic performance and other special programmes have been briefed to the parents.

**MINUTES OF THE MEETING**

- General information about Departmental facilities and strategies planned for this academic year was explained.
- Training programmes conducted were brought to their notice.
- Special coaching classes and action plans to improve slow learner results were disclosed to the parents.
- System that is followed for the internal marks and its importance were explained.
- Attendance of the weak student were shown to the parents
- Semester results and number of arrears were shown to the parents.
- Internal assessment test performance and slow learners test performance were shown to the parents
- Phase wise weak student's classes and plans for execution were shown.
- Parents were informed about the Study materials, important questions and sample question papers that were given to the students to ease the weak student preparation.

## PARENTS' FEEDBACK

We were pleased to listen to the parent's feedback and assured them that necessary actions will be taken bounded within the department's powers.

- Parents appreciated the training programmes that were arranged for their ward.
- Parent's felt happy for the efforts taken by the department in identifying and gathering them and disclosing their wards performance to batten down the shutters before he fails.
- Parents insisted to inform them about their wards' performance through progress report card at regular interval.
- Parents requested to inform them about their wards 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.

