

MRMCW/ACAD/2024-25/PTM/01

Date: 06.06.2024

CIRCULAR

This is to inform all members that a **meeting of the PTM Committee** will be held to review, discuss, and plan for the upcoming Parent-Teacher Meetings. As part of our ongoing efforts to enhance communication between parents, faculty, and students, it is crucial for all committee members to attend and actively participate in these discussions.

Details of the Meeting:

1. **Date:** 11.06.2024
2. **Time:** 2:30pm Onwards
3. **Venue:** College Council Hall

Agenda:

- Review of previous PTM sessions and feedback
- Planning for upcoming PTM events: dates, times, and logistics
- Discussion on strategies for improving parent engagement and communication
- Coordination of faculty participation and topics for discussion during PTMs
- Addressing any issues or concerns related to student performance and welfare
- Any other matter related to the PTM Committee's responsibilities


Action Required:

All members are requested to attend the meeting on time. If any member is unable to attend, kindly notify the committee coordinator in advance and, if possible, send a representative.

Please ensure that any additional agenda items or suggestions are sent to the committee coordinator by 11.06.2024.

Copy to:

All the Committee Members
All Department HODs
PA to Dean


Principal / Dean
Chairperson
Malla Reddy Medical College for Women
Dr. S. Sreelatha

Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

Minutes of the Meeting

Date: 13.06.2024

Time: 2:30pm Onwards

Venue: College Council Hall

Agenda Items:

1. **Evaluation and Key Takeaways from Past PTMs**
 - Summary of feedback received from previous PTM sessions.
 - Highlights of positive outcomes, such as improved communication.
 - Areas identified for improvement, such as scheduling conflicts and the need for more in-depth academic discussions.
2. **Planning and Coordination for Upcoming PTM Sessions**
 - Confirmation of PTM dates, times, and venue logistics.
 - Faculty scheduling and preparation for effective presentations.
 - Briefing faculty members to ensure a successful PTM experience.
3. **Boosting Parent Involvement and Engagement**
 - Ideas to increase parent participation through reminders and feedback systems.
 - Proposals for making PTMs more interactive and informal for improved engagement.
 - Plans to gather and utilize post-PTM feedback to enhance future meetings.
4. **Faculty Coordination and Preparation for Consistent PTM Delivery**
 - Assigning topics to faculty members based on their subject expertise.
 - Creating preparation checklists and guidelines for faculty to ensure consistency.
 - Focus on improving communication between faculty and parents during PTMs.
5. **Addressing Student Concerns: Well-being and Academic Progress**
 - Addressing parental concerns about student welfare and academic performance.
 - Suggesting mental health and stress management sessions for PTMs.
 - Briefing faculty on how to handle sensitive student issues during meetings.
6. **Future Proposals for PTM Enhancements**
 - Discussion on the formation of a Parent-Teacher Association (PTA).
 - Reviewing logistics of PTMs, including venue expansion and adjustments to meeting times for greater accessibility.

Decisions Made:

- Faculty participation and coordination will be streamlined with a checklist and pre-PTM briefing sessions.
- New strategies for improving parent engagement, including reminders and feedback forms, will be implemented.
- A session on student well-being will be incorporated into the upcoming PTM.

Copy to:

All the Committee Members
All Department HODs
PA to Dean

S. Sreelatha
Principal / Dean
Chairperson
Malla Reddy Medical College for Women
Dr. S. Sreelatha

Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

Parent Teacher Meeting Attendance Sheet

Meeting Title	Parent Teacher Committee
Date	11.06.2024
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr S Sreelatha	Dean, MRMCW	Dean, MRMCW	<i>Sreelatha</i>	
2	Dr. Rachana Reddy	Associate Prof, ENT	ENT	<i>Rachana</i>	
3	Dr. Suresh Reddy	Prof, Psychiatry	Psychiatry	<i>Suresh</i>	
4	Dr. Suma Priya	Associate Prof, Pediatrics	Pediatrics	<i>Suma Priya</i>	
5	Dr. Raghavendra Rao	Prof & HOD,DVL	DVL	<i>Raghavendra</i>	
6	Dr. Pramod Kumar	Prof & HOD, Psychiatry	Psychiatry	<i>Pramod</i>	
7	Mr. Prashanth	Assistant Prof, Physiology	Physiology	<i>Prashanth</i>	
8	Dr. Vinay Kumar	Associate Prof, Anatomy	Anatomy	<i>Vinay Kumar</i>	

MRMCW/ACAD/2024-25/PTM/02

Date: 03.12.2024

CIRCULAR

This is a reminder about the **follow-up meeting** of the **PTM Committee** scheduled for the second phase of this academic year. As discussed in our previous meeting, this session will focus on evaluating the outcomes of the initial Parent-Teacher Meeting (PTM) and preparing for the next round of PTMs. We also aim to assess the feedback from parents and faculty to continuously improve our approach to student and parent engagement.

Details of the Follow-up Meeting:

1. **Date:** 10.12.2018
2. **Time:** 2:30pm Onwards
3. **Venue:** College Council Hall

Agenda:

- Review and feedback from the first round of Parent-Teacher Meetings
- Discussion on any challenges or improvements identified in the first PTM
- Planning for the next round of PTMs: Setting the date, organizing logistics, and addressing any additional requirements
- Finalizing the coordination of faculty participation and content for upcoming PTMs
- Suggestions for enhancing parent-teacher communication and overall student engagement
- Any other relevant matters related to the PTM Committee's functioning


Action Required:

All PTM Committee members are requested to attend this follow-up meeting. If any member is unable to attend, please notify the committee coordinator in advance and arrange for a representative to attend in your place.

Please submit any additional suggestions or agenda items for this meeting to the committee coordinator by 11.12.2018.

Copy to:

All the Committee Members
All Department HODs
PA to Dean


Principal / Dean
Chairperson
Malla Reddy Medical College for Women
Dr. S. Sreelatha

Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

Minutes of the Meeting

Follow-up Meeting of the Parent-Teacher Meeting (PTM) Committee

Date: 10.12.2024

Time: 2:30pm Onwards

Venue: College Council Hall

Agenda Items:

- 1. Review and Key Takeaways from the First PTM**
 - Overview of feedback from the initial Parent-Teacher Meeting.
 - Highlights of strengths, including effective organization and communication.
 - Challenges noted, such as time constraints and limited one-on-one interactions.
- 2. Improving Future PTM Sessions: Solutions and Strategies**
 - Proposals for better time management during PTMs.
 - Suggestions for individual consultation slots to enhance personalized communication.
 - Exploration of alternative PTM formats to improve the overall experience.
- 3. Organizing and Preparing for the Next PTM Session**
 - Finalization of next PTM date, venue, and logistics.
 - Coordination of faculty schedules and reminder systems for parents.
 - Consideration of virtual PTM options to facilitate remote participation.
- 4. Faculty Coordination and Consistency in PTM Delivery**
 - Preparation guidelines for faculty members to ensure effective participation.
 - Creation of standardized templates to communicate student progress consistently.
- 5. Strengthening Parent-Teacher Communication and Supporting Student Wellness**
 - Strategies for maintaining ongoing communication, such as online portals and surveys.
 - Proposal to include mental health and stress management sessions to support students.
- 6. Exploring New Ideas and Enhancements for Future PTMs**
 - Discussion on expanding PTM venues to accommodate larger parent groups.
 - Introduction of the concept of a Parent-Teacher Association (PTA) for further exploration.

Decisions Made:

1. **Time Management Adjustments:** Individual appointments will be allocated to ensure that all parents have sufficient time with faculty.
2. **Virtual PTM Option:** The committee agreed to explore the possibility of conducting virtual PTMs for parents unable to attend in person.
3. **Faculty Briefing:** A detailed briefing will be provided to faculty members regarding the expectations for the upcoming PTM and the topics to be covered.
4. **Student Well-being Session:** A session focusing on student mental health and stress management will be included in the next PTM.
5. **PTA Proposal:** The proposal for a Parent-Teacher Association will be discussed further in the next committee meeting.

Copy to:

All the Committee Members
All Department HODs
PA to Dean

S Sreelatha

Principal / Dean

Malla Reddy Medical College for Women

Chairperson

Dr. S. Sreelatha

Parent Teacher Meeting Committee

Malla Reddy Medical College for Women

Parent Teacher Meeting Attendance Sheet

Meeting Title	Parent Teacher Committee
Date	10.12.2024
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr S Sreelatha	Dean, MRMCW	Dean, MRMCW	<i>S Sreelatha</i>	
2	Dr. Rachana Reddy	Associate Prof, ENT	ENT	<i>Rachana</i>	
3	Dr. Suresh Reddy	Prof, Psychiatry	Psychiatry	<i>Suresh</i>	
4	Dr. Suma Priya	Associate Prof, Pediatrics	Pediatrics	<i>Suma Priya</i>	
5	Dr. Raghavendra Rao	Prof & HOD,DVL	DVL	<i>R Rao</i>	
6	Dr. Pramod Kumar	Prof & HOD, Psychiatry	Psychiatry	<i>Pramod</i>	
7	Mr. Prashanth	Assistant Prof, Physiology	Physiology	<i>Prashanth</i>	
8	Dr. Vinay Kumar	Associate Prof, Anatomy	Anatomy	<i>V Kumar</i>	

MRMCW/ACAD/2023-24/PTM/01

Date: 06.06.2023

CIRCULAR

This is to inform all members that a **meeting of the PTM Committee** will be held to review, discuss, and plan for the upcoming Parent-Teacher Meetings. As part of our ongoing efforts to enhance communication between parents, faculty, and students, it is crucial for all committee members to attend and actively participate in these discussions.

Details of the Meeting:

1. **Date:** 12.06.2023
2. **Time:** 2:30pm Onwards
3. **Venue:** College Council Hall

Agenda:

- Review of previous PTM sessions and feedback
- Planning for upcoming PTM events: dates, times, and logistics
- Discussion on strategies for improving parent engagement and communication
- Coordination of faculty participation and topics for discussion during PTMs
- Addressing any issues or concerns related to student performance and welfare
- Any other matter related to the PTM Committee's responsibilities

Action Required:

All members are requested to attend the meeting on time. If any member is unable to attend, kindly notify the committee coordinator in advance and, if possible, send a representative.

Please ensure that any additional agenda items or suggestions are sent to the committee coordinator by 12.06.2018.

Copy to:

All the Committee Members
All Department HODs
PA to Dean

S. Sreelatha
Chairperson / Dean
Malla Reddy Medical College for Women
Dr. S. Sreelatha

Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

Minutes of the Meeting

Date: 14.06.2023

Time: 2:30pm Onwards

Venue: College Council Hall

Agenda Items:

1. **Review and Insights from Previous PTMs**
 - Overview of feedback from prior PTM sessions.
 - Positive outcomes, such as better communication between parents and faculty.
 - Areas for improvement, including timing issues and the need for deeper academic discussions.
2. **Coordination and Logistics for Upcoming PTM Sessions**
 - Confirmation of upcoming PTM dates, times, and venue arrangements.
 - Coordination of faculty schedules and preparation for presentations.
 - Faculty briefing to ensure effective PTM execution.
3. **Enhancing Parent Participation and Engagement**
 - Proposals for increasing parent involvement, including reminder systems and feedback mechanisms.
 - Ideas for making PTMs more interactive and informal for better engagement.
 - Plans for collecting post-PTM feedback to drive ongoing improvements.
4. **Faculty Preparation and Coordination for Effective PTM Delivery**
 - Assignment of topics to faculty members based on their expertise.
 - Development of preparation checklists and guidelines for faculty.
 - Emphasis on improving communication between faculty and parents during PTMs.
5. **Addressing Student Well-being and Academic Concerns**
 - Addressing parental concerns regarding student welfare and academic performance.
 - Proposal to include mental health and stress management discussions in PTMs.
 - Faculty briefing on effectively handling sensitive student issues.
6. **Future PTM Enhancements and Proposals**
 - Discussion on establishing a Parent-Teacher Association (PTA).
 - Review of PTM logistics, including venue expansion and adjustments to meeting times for better accessibility.

Decisions Made:

1. **Time Management Adjustments:** Individual appointments will be allocated to ensure that all parents have sufficient time with faculty.
2. **Virtual PTM Option:** The committee agreed to explore the possibility of conducting virtual PTMs for parents unable to attend in person.
3. **Faculty Briefing:** A detailed briefing will be provided to faculty members regarding the expectations for the upcoming PTM and the topics to be covered.
4. **Student Well-being Session:** A session focusing on student mental health and stress management will be included in the next PTM.
5. **PTA Proposal:** The proposal for a Parent-Teacher Association will be discussed further in the next committee meeting.

Copy to:

All the Committee Members
All Department HODs
PA to Dean

S. Sreelatha
Principal / Dean
Chairperson
Malla Reddy Medical College for Women
Dr. S. Sreelatha

Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

Parent Teacher Meeting Attendance Sheet

Meeting Title	Parent Teacher Committee
Date	12.06.2023
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr S Sreelatha	Dean, MRMCW	Dean, MRMCW	<i>S Sreelatha</i>	
2	Dr. Rachana Reddy	Associate Prof, ENT	ENT	<i>Rachana</i>	
3	Dr. Suresh Reddy	Prof, Psychiatry	Psychiatry	<i>Suresh</i>	
4	Dr. Suma Priya	Associate Prof, Pediatrics	Pediatrics	<i>Suma Priya</i>	
5	Dr. Raghavendra Rao	Prof & HOD, DVL	DVL	<i>Rao</i>	
6	Dr. Pramod Kumar	Prof & HOD, Psychiatry	Psychiatry	<i>Pramod</i>	
7	Mr. Prashanth	Assistant Prof, Physiology	Physiology	<i>Prashanth</i>	
8	Dr. Vinay Kumar	Associate Prof, Anatomy	Anatomy	<i>Vinay Kumar</i>	

CIRCULAR

This is a reminder about the **follow-up meeting** of the **PTM Committee** scheduled for the second phase of this academic year. As discussed in our previous meeting, this session will focus on evaluating the outcomes of the initial Parent-Teacher Meeting (PTM) and preparing for the next round of PTMs. We also aim to assess the feedback from parents and faculty to continuously improve our approach to student and parent engagement.

Details of the Follow-up Meeting:

1. **Date:** 12.12.2023
2. **Time:** 2:30pm Onwards
3. **Venue:** College Council Hall

Agenda:

- Review and feedback from the first round of Parent-Teacher Meetings
- Discussion on any challenges or improvements identified in the first PTM
- Planning for the next round of PTMs: Setting the date, organizing logistics, and addressing any additional requirements
- Finalizing the coordination of faculty participation and content for upcoming PTMs
- Suggestions for enhancing parent-teacher communication and overall student engagement
- Any other relevant matters related to the PTM Committee's functioning


Action Required:

All PTM Committee members are requested to attend this follow-up meeting. If any member is unable to attend, please notify the committee coordinator in advance and arrange for a representative to attend in your place.

Please submit any additional suggestions or agenda items for this meeting to the committee coordinator by 11.12.2018.

Copy to:

All the Committee Members
All Department HODs
PA to Dean


Principal / Dean
Chairperson
Malla Reddy Medical College for Women
Dr. S. Sreelatha

Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

Minutes of the Meeting

Date: 14.12.2023

Time: 2:30pm Onwards

Venue: College Council Hall

Agenda Items:

- 1. Feedback and Key Insights from the First PTM Session**
 - Summary of feedback received from the initial PTM round.
 - Positive highlights such as strong organization and communication.
 - Challenges identified, including timing concerns and limited opportunities for one-on-one interactions.
- 2. Addressing Issues and Enhancing Future PTM Sessions**
 - Proposed strategies for improving time management during PTMs.
 - Suggestions for providing individual consultation slots for personalized parent-teacher discussions.
 - Exploration of new PTM formats to enhance the experience for all attendees.
- 3. Logistical Arrangements and Planning for the Next PTM**
 - Confirmation of the next PTM schedule, venue, and logistics.
 - Coordination of faculty schedules and setting up reminder systems.
 - Discussion on implementing virtual PTM options for parents who cannot attend in person.
- 4. Faculty Coordination and Standardizing PTM Delivery**
 - Guidelines for faculty scheduling and preparation for the upcoming PTM.
 - Creation of standardized templates for consistent communication regarding student progress.
- 5. Enhancing Communication Between Parents and Teachers, and Supporting Student Well-being**
 - Ongoing communication strategies, including online portals and post-PTM surveys.
 - Proposal for including sessions on mental health and stress management for students.
- 6. Exploring Future Improvements and Ideas for PTMs**
 - Discussion on expanding PTM venues to accommodate a larger number of parents.
 - Introduction of the idea of creating a Parent-Teacher Association (PTA) to be explored in future discussions.

Decisions Made:

1. **Time Management Adjustments:** Individual appointments will be allocated to ensure that all parents have sufficient time with faculty.
2. **Virtual PTM Option:** The committee agreed to explore the possibility of conducting virtual PTMs for parents unable to attend in person.
3. **Faculty Briefing:** A detailed briefing will be provided to faculty members regarding the expectations for the upcoming PTM and the topics to be covered.
4. **Student Well-being Session:** A session focusing on student mental health and stress management will be included in the next PTM.
5. **PTA Proposal:** The proposal for a Parent-Teacher Association will be discussed further in the next committee meeting.

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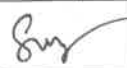
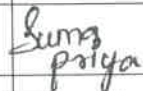
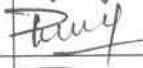

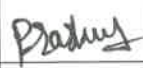
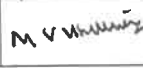
All the Committee Members
All Department HODs
PA to Dean


Principal / Dean
Malla Reddy Medical College for Women
Dr. S. Sreelatha

Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

Parent Teacher Meeting Attendance Sheet

Meeting Title	Parent Teacher Committee
Date	12.12.2023
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr S Sreelatha	Dean, MRMCW	Dean, MRMCW		
2	Dr. Rachana Reddy	Associate Prof, ENT	ENT		
3	Dr. Suresh Reddy	Prof, Psychiatry	Psychiatry		
4	Dr. Suma Priya	Associate Prof, Pediatrics	Pediatrics		
5	Dr. Raghavendra Rao	Prof & HOD,DVL	DVL		
6	Dr. Pramod Kumar	Prof & HOD, Psychiatry	Psychiatry		
7	Mr. Prashanth	Assistant Prof, Physiology	Physiology		
8	Dr. Vinay Kumar	Associate Prof, Anatomy	Anatomy		

Parent Teacher Meeting Attendance Sheet

Meeting Title	Parent Teacher Committee
Date	11.12.2022
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr S Sreelatha	Dean, MRMCW	Dean, MRMCW	<i>S Sreelatha</i>	
2	Dr. Rachana Reddy	Assistant Prof, ENT	ENT	<i>Rachana</i>	
3	Dr. Suresh Reddy	Associate Prof, Psychiatry	Psychiatry	<i>Suresh</i>	
4	Dr. Suma Priya	Assistant Prof, Pediatrics	Pediatrics	<i>Suma Priya</i>	
5	Dr. Raghavendra Rao	Prof & HOD,DVL	DVL	<i>Raghavendra</i>	
6	Dr. Pramod Kumar	Prof & HOD, Psychiatry	Psychiatry	<i>Pramod</i>	
7	Mr. Prashanth	Assistant Prof, Physiology	Physiology	<i>Prashanth</i>	
8	Mr. Vinay Kumar	Assistant Prof, Anatomy	Anatomy	<i>M Vinay Kumar</i>	

MVMCW/ACAD/2022-23/PTM/01

Date: 07.06.2022

CIRCULAR

This is to inform all members that a **meeting of the PTM Committee** will be held to review, discuss, and plan for the upcoming Parent-Teacher Meetings. As part of our ongoing efforts to enhance communication between parents, faculty, and students, it is crucial for all committee members to attend and actively participate in these discussions.

Details of the Meeting:

1. **Date:** 15.06.2022
2. **Time:** 2:30pm Onwards
3. **Venue:** College Council Hall

Agenda:

- Review of previous PTM sessions and feedback
- Planning for upcoming PTM events: dates, times, and logistics
- Discussion on strategies for improving parent engagement and communication
- Coordination of faculty participation and topics for discussion during PTMs
- Addressing any issues or concerns related to student performance and welfare
- Any other matter related to the PTM Committee's responsibilities

Action Required:

All members are requested to attend the meeting on time. If any member is unable to attend, kindly notify the committee coordinator in advance and, if possible, send a representative.

Please ensure that any additional agenda items or suggestions are sent to the committee coordinator by 15.06.2022.

Copy to:

All the Committee Members
All Department HODs
PA to Dean

S. Sreelatha

Chairperson

Malla Reddy Medical College for Women

Dr. S. Sreelatha

Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

Minutes of the Meeting

Date: 17.06.2022

Time: 2:30pm Onwards

Venue: College Council Hall

Agenda Items:

1. Evaluation and Key Takeaways from Previous PTMs

- Overview of feedback from earlier PTMs.
- Positive outcomes, including improvements in communication.
- Areas identified for improvement, such as timing and depth of academic discussions.

2. Planning and Coordination for Upcoming PTM Sessions

- Confirmation of dates, times, and venue details for the next PTM.
- Coordination of faculty schedules and presentation preparation.
- Faculty briefing to ensure smooth execution of the PTM.

3. Strategies for Enhancing Parent Engagement and Interaction

- Proposals to increase parent involvement through reminders and feedback tools.
- Ideas for making PTMs more interactive and informal.
- Plans to gather feedback after PTMs to drive continuous improvements.

4. Faculty Coordination and Preparation for Effective PTM Delivery

- Assignment of topics to faculty based on subject expertise.
- Creation of checklists and guidelines for faculty preparation.
- Focus on strengthening communication between faculty and parents.

5. Addressing Concerns on Student Welfare and Performance

- Addressing parental concerns regarding student well-being and academic performance.
- Proposal to include mental health and stress management sessions.
- Faculty briefing on how to handle sensitive student issues effectively.

6. Future PTM Proposals and Considerations

- Discussion on the formation of a Parent-Teacher Association (PTA).
- Review of PTM logistics, including venue expansion and timing adjustments.

Decisions Made:

- Faculty participation and coordination will be streamlined with a checklist and pre-PTM briefing sessions.
- New strategies for improving parent engagement, including reminders and feedback forms, will be implemented.
- A session on student well-being will be incorporated into the upcoming PTM.

Copy to:

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PA to Dean

S. Sreelatha

Principal / Dean
Chairperson
Malla Reddy Medical College for Women
Dr. S. Sreelatha

Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

Parent Teacher Meeting Attendance Sheet

Meeting Title	Parent Teacher Committee
Date	15.06.2022
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr S Sreelatha	Dean, MRM CW	Dean, MRM CW	<i>Sreelatha</i>	
2	Dr. Rachana Reddy	Assistant Prof, ENT	ENT	<i>Rachana</i>	
3	Dr. Suresh Reddy	Associate Prof, Psychiatry	Psychiatry	<i>Suresh</i>	
4	Dr. Suma Priya	Assistant Prof, Pediatrics	Pediatrics	<i>Suma priya</i>	
5	Dr. Raghavendra Rao	Prof & HOD, DVL	DVL	<i>Raghavendra</i>	
6	Dr. Pramod Kumar	Prof & HOD, Psychiatry	Psychiatry	<i>Pramod</i>	
7	Mr. Prashanth	Assistant Prof, Physiology	Physiology	<i>Prashanth</i>	
8	Mr. Vinay Kumar	Assistant Prof, Anatomy	Anatomy	<i>Vinay</i>	

MRMCW/ACAD/2022-23/PTM/02

Date: 04.12.2022

CIRCULAR

This is a reminder about the **follow-up meeting** of the **PTM Committee** scheduled for the second phase of this academic year. As discussed in our previous meeting, this session will focus on evaluating the outcomes of the initial Parent-Teacher Meeting (PTM) and preparing for the next round of PTMs. We also aim to assess the feedback from parents and faculty to continuously improve our approach to student and parent engagement.

Details of the Follow-up Meeting:

1. **Date:** 11.12.2022
2. **Time:** 2:30pm Onwards
3. **Venue:** College Council Hall

Agenda:

- Review and feedback from the first round of Parent-Teacher Meetings
- Discussion on any challenges or improvements identified in the first PTM
- Planning for the next round of PTMs: Setting the date, organizing logistics, and addressing any additional requirements
- Finalizing the coordination of faculty participation and content for upcoming PTMs
- Suggestions for enhancing parent-teacher communication and overall student engagement
- Any other relevant matters related to the PTM Committee's functioning


Action Required:

All PTM Committee members are requested to attend this follow-up meeting. If any member is unable to attend, please notify the committee coordinator in advance and arrange for a representative to attend in your place.

Please submit any additional suggestions or agenda items for this meeting to the committee coordinator by 11.12.2022.

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PA to Dean


Chairperson
Malla Reddy Medical College for Women
Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

Minutes of the Meeting

Date: 13.12.2022

Time: 2:30pm Onwards

Venue: College Council Hall

Agenda Items:

1. **Review of Initial PTM Session and Key Observations**
 - Overview of feedback from the first PTM round.
 - Positive highlights such as effective organization and communication.
 - Challenges identified, including timing issues and limited one-on-one interaction opportunities.
2. **Addressing Challenges and Improving Future PTMs**
 - Strategies to improve time management during PTMs.
 - Proposals for allocating individual consultation slots for personalized parent-teacher discussions.
 - Exploration of different PTM formats to improve the experience.
3. **Preparation and Logistics for the Next PTM Session**
 - Confirmation of the upcoming PTM schedule, venue, and logistical arrangements.
 - Coordination of faculty availability and implementation of reminder systems.
 - Discussion on virtual PTM options for remote participation.
4. **Faculty Coordination and Consistent Delivery for Effective PTMs**
 - Guidelines for faculty scheduling and preparation.
 - Creation of standardized templates for consistent reporting of student progress.
5. **Strengthening Parent-Teacher Communication and Student Support**
 - Continuous communication strategies, including online portals and feedback surveys.
 - Proposal to include sessions on mental health and stress management for students.
6. **Future Proposals and Enhancements for PTMs**
 - Discussion on expanding PTM venues to accommodate more parents.
 - Introduction of the idea of establishing a Parent-Teacher Association (PTA), to be explored further in future meetings.

Decisions Made:

1. **Time Management Adjustments:** Individual appointments will be allocated to ensure that all parents have sufficient time with faculty.
2. **Virtual PTM Option:** The committee agreed to explore the possibility of conducting virtual PTMs for parents unable to attend in person.
3. **Faculty Briefing:** A detailed briefing will be provided to faculty members regarding the expectations for the upcoming PTM and the topics to be covered.
4. **Student Well-being Session:** A session focusing on student mental health and stress management will be included in the next PTM.
5. **PTA Proposal:** The proposal for a Parent-Teacher Association will be discussed further in the next committee meeting.

Copy to:

All the Committee Members
All Department HODs
PA to Dean

S. Sreelatha

Principal / Dean
Chairperson
Malla Reddy Medical College for Women
Dr. S. Sreelatha

Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

MRMCW/ACAD/2021-22/PTM/01

Date: 02.06.2021

CIRCULAR

This is to inform all members that a **meeting of the PTM Committee** will be held to review, discuss, and plan for the upcoming Parent-Teacher Meetings. As part of our ongoing efforts to enhance communication between parents, faculty, and students, it is crucial for all committee members to attend and actively participate in these discussions.

Details of the Meeting:

1. **Date:** 08.06.2021
2. **Time:** 2:30pm Onwards
3. **Venue:** College Council Hall

Agenda:

- Review of previous PTM sessions and feedback
- Planning for upcoming PTM events: dates, times, and logistics
- Discussion on strategies for improving parent engagement and communication
- Coordination of faculty participation and topics for discussion during PTMs
- Addressing any issues or concerns related to student performance and welfare
- Any other matter related to the PTM Committee's responsibilities

Action Required:

All members are requested to attend the meeting on time. If any member is unable to attend, kindly notify the committee coordinator in advance and, if possible, send a representative.

Please ensure that any additional agenda items or suggestions are sent to the committee coordinator by 08.06.2021.

Copy to:

All the Committee Members
All Department HODs
PA to Dean

Shreelatha
Principal / Dean
Chairperson
Malla Reddy Medical College for Women
Dr. S. Sreelatha

Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

Minutes of the Meeting

Date: 10.06.2021

Time: 2:30pm Onwards

Venue: College Council Hall

Agenda Items:

1. **Review of Previous PTMs and Key Insights**
 - Summary of feedback from earlier PTMs.
 - Positive outcomes, such as enhanced communication.
 - Identified areas for improvement, including timing and depth of academic discussions.
2. **Logistical Planning and Organization for Upcoming PTMs**
 - Confirmation of PTM dates, times, and venue logistics.
 - Coordination of faculty schedules and presentation preparation.
 - Detailed faculty briefing to ensure smooth PTM execution.
3. **Enhancing Parent Engagement and Interaction**
 - Strategies to increase parent involvement, such as reminders and feedback tools.
 - Ideas for more interactive and informal PTM formats.
 - Plans for post-PTM feedback collection to guide improvements.
4. **Coordination and Preparation for Faculty Participation**
 - Assigning faculty topics based on expertise.
 - Development of faculty preparation checklists and guidelines.
 - Emphasis on strengthening communication between faculty and parents.
5. **Addressing Student Welfare and Performance Concerns**
 - Addressing parental concerns related to student well-being and performance.
 - Introduction of sessions on mental health and stress management.
 - Faculty briefing on handling sensitive issues related to students.
6. **Other Considerations and Proposals for Future PTMs**
 - Discussion on the creation of a Parent-Teacher Association (PTA).
 - Review of PTM logistics, including the expansion of venues and adjustments to timing.

Decisions Made:

- Faculty participation and coordination will be streamlined with a checklist and pre-PTM briefing sessions.
- New strategies for improving parent engagement, including reminders and feedback forms, will be implemented.
- A session on student well-being will be incorporated into the upcoming PTM.

Copy to:

All the Committee Members
All Department HODs
PA to Dean

S. Sreelatha

Principal / Dean

Chairperson

Malla Reddy Medical College for Women

Dr. S. Sreelatha

Parent Teacher Meeting Committee

Malla Reddy Medical College for Women

Parent Teacher Meeting Attendance Sheet

Meeting Title	Parent Teacher Committee
Date	08.06.2021
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr S Sreelatha	Dean, MRMCW	Dean, MRMCW	<i>S. Sreelatha</i>	
2	Dr. Rachana Reddy	Assistant Prof, ENT	ENT	<i>Rachana</i>	
3	Dr. Suresh Reddy	Assistant Prof, Psychiatry	Psychiatry	<i>Suresh</i>	
4	Dr. Suma Priya	Associate Prof, Pediatrics	Pediatrics	<i>Suma Priya</i>	
5	Dr. Raghavendra Rao	Prof & HOD,DVL	DVL	<i>Raghavendra</i>	
6	Dr. Pramod Kumar	Prof & HOD, Psychiatry	Psychiatry	<i>Pramod</i>	
7	Mr. Prashanth	Assistant Prof, Physiology	Physiology	<i>Prashanth</i>	
8	Mr. Vinay Kumar	Assistant Prof, Anatomy	Anatomy	<i>M. Vinay Kumar</i>	

CIRCULAR

This is a reminder about the **follow-up meeting** of the **PTM Committee** scheduled for the second phase of this academic year. As discussed in our previous meeting, this session will focus on evaluating the outcomes of the initial Parent-Teacher Meeting (PTM) and preparing for the next round of PTMs. We also aim to assess the feedback from parents and faculty to continuously improve our approach to student and parent engagement.

Details of the Follow-up Meeting:

1. **Date:** 14.12.2021
2. **Time:** 2:30pm Onwards
3. **Venue:** College Council Hall

Agenda:

- Review and feedback from the first round of Parent-Teacher Meetings
- Discussion on any challenges or improvements identified in the first PTM
- Planning for the next round of PTMs: Setting the date, organizing logistics, and addressing any additional requirements
- Finalizing the coordination of faculty participation and content for upcoming PTMs
- Suggestions for enhancing parent-teacher communication and overall student engagement
- Any other relevant matters related to the PTM Committee's functioning


Action Required:

All PTM Committee members are requested to attend this follow-up meeting. If any member is unable to attend, please notify the committee coordinator in advance and arrange for a representative to attend in your place.

Please submit any additional suggestions or agenda items for this meeting to the committee coordinator by 14.12.2021.

Copy to:

All the Committee Members
All Department HODs
PA to Dean


Principal / Dean
Chairperson
Malla Reddy Medical College for Women
Dr. S. Sreelatha

Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

Minutes of the Meeting

Date: 16.12.2021

Time: 2:30pm Onwards

Venue: College Council Hall

Agenda Items:

1. **Review and Insights from the Initial PTM Session**
 - Summary of feedback from the first PTM round.
 - Positive aspects, including effective organization and communication.
 - Challenges identified, such as timing issues and limited opportunities for one-on-one discussions.
2. **Identifying Challenges and Proposing Improvements for Future PTMs**
 - Focus on improving time management during future PTMs.
 - Proposals for individual consultation slots and more personalized interactions.
 - Exploration of alternative PTM formats to enhance the overall experience.
3. **Logistical Planning and Organization for the Next PTM**
 - Confirmation of the schedule, venue, and logistical details for the upcoming PTM.
 - Coordination of faculty schedules and reminder systems.
 - Discussion of virtual PTM options for parents unable to attend in person.
4. **Faculty Coordination and Standardization for a Successful PTM**
 - Guidelines for scheduling and preparation of faculty members.
 - Development of standardized templates for consistent communication on student progress.
5. **Enhancing Parent-Teacher Communication and Supporting Student Welfare**
 - Strategies for continuous communication, including online portals and feedback surveys.
 - Proposal to incorporate mental health and stress management sessions for students.
6. **Exploring Future Ideas and Proposals for PTMs**
 - Discussion on expanding PTM venues to accommodate a larger number of parents.
 - Introduction of the idea of a Parent-Teacher Association (PTA), to be further explored in future meetings.

Decisions Made:

1. **Time Management Adjustments:** Individual appointments will be allocated to ensure that all parents have sufficient time with faculty.
2. **Virtual PTM Option:** The committee agreed to explore the possibility of conducting virtual PTMs for parents unable to attend in person.
3. **Faculty Briefing:** A detailed briefing will be provided to faculty members regarding the expectations for the upcoming PTM and the topics to be covered.
4. **Student Well-being Session:** A session focusing on student mental health and stress management will be included in the next PTM.
5. **PTA Proposal:** The proposal for a Parent-Teacher Association will be discussed further in the next committee meeting.

Copy to:

All the Committee Members
All Department HODs
PA to Dean

S. Sreelatha
Principal / Dean
Chairperson
Malla Reddy Medical College for Women
Dr. S. Sreelatha

Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

Parent Teacher Meeting Attendance Sheet

Meeting Title	Parent Teacher Committee
Date	14.12.2021
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr S Sreelatha	Dean, MRMCW	Dean, MRMCW	<i>Sreelatha</i>	
2	Dr. Rachana Reddy	Assistant Prof, ENT	ENT	<i>Rachana</i>	
3	Dr. Suresh Reddy	Assistant Prof, Psychiatry	Psychiatry	<i>Suresh</i>	
4	Dr. Suma Priya	Associate Prof, Pediatics	Pediatics	<i>Suma Priya</i>	
5	Dr. Raghavendra Rao	Prof & HOD,DVL	DVL	<i>Raghavendra</i>	
6	Dr. Pramod Kumar	Prof & HOD, Psychiatry	Psychiatry	<i>Pramod</i>	
7	Mr. Prashanth	Assistant Prof, Physiology	Physiology	<i>Prashanth</i>	
8	Mr. Vinay Kumar	Assistant Prof, Anatomy	Anatomy	<i>M.V. Vinay Kumar</i>	

MRMCW/ACAD/2020-21/PTM/01

Date: 06.06.2020

CIRCULAR

This is to inform all members that a **meeting of the PTM Committee** will be held to review, discuss, and plan for the upcoming Parent-Teacher Meetings. As part of our ongoing efforts to enhance communication between parents, faculty, and students, it is crucial for all committee members to attend and actively participate in these discussions.

Details of the Meeting:

1. **Date:** 09.06.2020
2. **Time:** 2:30pm Onwards
3. **Venue:** College Council Hall

Agenda:

- Review of previous PTM sessions and feedback
- Planning for upcoming PTM events: dates, times, and logistics
- Discussion on strategies for improving parent engagement and communication
- Coordination of faculty participation and topics for discussion during PTMs
- Addressing any issues or concerns related to student performance and welfare
- Any other matter related to the PTM Committee's responsibilities

Action Required:


All members are requested to attend the meeting on time. If any member is unable to attend, kindly notify the committee coordinator in advance and, if possible, send a representative.

Please ensure that any additional agenda items or suggestions are sent to the committee coordinator by 09.06.2020.

Copy to:

All the Committee Members
All Department HODs
PA to Dean




Principal / Dean
Chairperson
Malla Reddy Medical College for Women
Dr. K.N.Sudha Ramana

Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

Minutes of the Meeting

Date: 09.06.2020

Time: 2:30pm Onwards

Venue: College Council Hall

Agenda Items:

1. Feedback Review and Key Takeaways from Previous PTMs

- Summary of feedback from past PTMs.
- Highlights of positive aspects, such as improved communication.
- Areas for improvement, including timing and academic discussion depth.

2. Logistics and Organization for Upcoming PTMs

- Confirmation of PTM scheduling and venue details.
- Coordination of faculty availability and presentation preparations.
- Detailed briefing for faculty on their roles during PTMs.

3. Strategies to Enhance Parent Engagement and Interaction

- Ideas for increasing parent involvement, such as reminders and feedback tools.
- Suggestions for creating more interactive and informal PTM formats.
- Plans for gathering feedback after PTMs to drive continuous improvement.

4. Effective Coordination of Faculty Participation and Preparation

- Assignment of faculty topics based on their expertise.
- Development of preparation checklists and guidelines for faculty members.
- Focus on improving faculty communication with parents.

5. Addressing Student Well-being and Academic Progress

- Discussion on addressing student welfare and parental concerns.
- Introduction of mental health and stress management sessions.
- Faculty briefing on handling sensitive student-related topics.

6. Additional Topics and Future Proposals

- Discussion on establishing a Parent-Teacher Association (PTA).
- Revisions to PTM logistics, including venue size and scheduling adjustments.

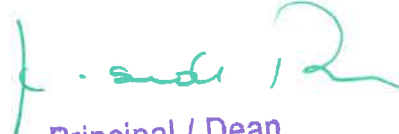
Decisions Made:

- Faculty participation and coordination will be streamlined with a checklist and pre-PTM briefing sessions.
- New strategies for improving parent engagement, including reminders and feedback forms, will be implemented.
- A session on student well-being will be incorporated into the upcoming PTM.

Copy to:

All the Committee Members
All Department HODs
PA to Dean




Principal / Dean
Chairperson
Malla Reddy Medical College for Women

Dr. K.N.Sudha Ramana
Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

Parent Teacher Meeting Attendance Sheet

Meeting Title	Parent Teacher Committee
Date	09.06.2020
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr Sudha Ramana	Dean, MRMCW	Dean, MRMCW	<i>[Signature]</i>	
2	Dr. Suresh Reddy	Assistant Prof, Psychiatry	Psychiatry	<i>[Signature]</i>	
3	Dr. Suma Priya	Assistant Prof, Pediatrics	Pediatrics	<i>[Signature]</i>	
4	Dr. Raghavendra Rao	Prof & HOD,DVL	DVL	<i>[Signature]</i>	
5	Dr. Pramod Kumar	Prof & HOD, Psychiatry	Psychiatry	<i>[Signature]</i>	
6	Dr. Prashanth	Assistant Prof, Physiology	Physiology	<i>[Signature]</i>	
7	Mr. Vinay Kumar	Assistant Prof Anatomy	Anatomy	<i>[Signature]</i>	

MRMCW/ACAD/2020-21/PTM/02

Date: 02.12.2020

CIRCULAR

This is a reminder about the **follow-up meeting** of the **PTM Committee** scheduled for the second phase of this academic year. As discussed in our previous meeting, this session will focus on evaluating the outcomes of the initial Parent-Teacher Meeting (PTM) and preparing for the next round of PTMs. We also aim to assess the feedback from parents and faculty to continuously improve our approach to student and parent engagement.

Details of the Follow-up Meeting:

1. **Date:** 08.12.2020
2. **Time:** 2:30pm Onwards
3. **Venue:** College Council Hall

Agenda:

- Review and feedback from the first round of Parent-Teacher Meetings
- Discussion on any challenges or improvements identified in the first PTM
- Planning for the next round of PTMs: Setting the date, organizing logistics, and addressing any additional requirements
- Finalizing the coordination of faculty participation and content for upcoming PTMs
- Suggestions for enhancing parent-teacher communication and overall student engagement
- Any other relevant matters related to the PTM Committee's functioning

Action Required:

All PTM Committee members are requested to attend this follow-up meeting. If any member is unable to attend, please notify the committee coordinator in advance and arrange for a representative to attend in your place.

Please submit any additional suggestions or agenda items for this meeting to the committee coordinator by 08.12.2020.



Copy to:

All the Committee Members
All Department HODs
PA to Dean


Principal / Dean
Chairperson
Malla Reddy Medical College for Women

Dr. K. N. Sudha Ramana
Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

Minutes of the Meeting

Date: 10.12.2020

Time: 2:30pm Onwards

Venue: College Council Hall

Agenda Items:

- 1. Evaluation and Feedback from the Initial PTM Round**
 - Overview of feedback from the first PTM session.
 - Positive aspects, including organization and communication.
 - Identified challenges, such as timing and opportunities for one-on-one interactions.
- 2. Addressing Key Challenges and Planning for PTM Enhancements**
 - Focus on improving time management during PTMs.
 - Suggestions for individual consultation slots and personalized interactions.
 - Exploration of alternative PTM formats to improve experience.
- 3. Planning and Logistics for Upcoming PTM Session**
 - Confirmation of the next PTM schedule, venue, and logistics.
 - Faculty availability and communication plans for reminders.
 - Discussion of virtual participation options for remote parents.
- 4. Faculty Coordination and Standardization for Effective PTM Delivery**
 - Scheduling and preparation guidelines for faculty members.
 - Development of standardized templates for consistent reporting on student progress.
- 5. Improving Parent-Teacher Communication and Student Well-being**
 - Ideas for ongoing communication, such as online portals and post-PTM surveys.
 - Proposal for including mental health and stress management discussions for students.
- 6. Exploration of Additional Ideas and Future Proposals**
 - Discussion on expanding PTM venues to accommodate larger parent audiences.
 - Introduction of the concept of a Parent-Teacher Association (PTA), to be discussed further in the next meeting.

Decisions Made:

1. **Time Management Adjustments:** Individual appointments will be allocated to ensure that all parents have sufficient time with faculty.
2. **Virtual PTM Option:** The committee agreed to explore the possibility of conducting virtual PTMs for parents unable to attend in person.
3. **Faculty Briefing:** A detailed briefing will be provided to faculty members regarding the expectations for the upcoming PTM and the topics to be covered.
4. **Student Well-being Session:** A session focusing on student mental health and stress management will be included in the next PTM.
5. **PTA Proposal:** The proposal for a Parent-Teacher Association will be discussed further in the next committee meeting.



Copy to:

All the Committee Members
All Department HODs
PA to Dean

Chairperson




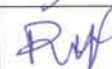

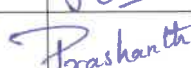

Malla Reddy Medical College for Women

Dr. K.N.Sudha Ramana

Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

Parent Teacher Meeting Attendance Sheet

Meeting Title	Parent Teacher Committee
Date	08.12.2020
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr Sudha Ramana	Dean, MRMCW	Dean, MRMCW		
2	Dr. Suresh Reddy	Assistant Prof, Psychiatry	Psychiatry		
3	Dr. Suma Priya	Assistant Prof, Pediatrics	Pediatrics		
4	Dr. Raghavendra Rao	Prof & HOD,DVL	DVL		
5	Dr. Pramod Kumar	Prof & HOD, Psychiatry	Psychiatry		
6	Dr. Prashanth	Assistant Prof, Physiology	Physiology		
7	Mr. Vinay Kumar	Assistant Prof Anatomy	Anatomy		

MRMCW/ACAD/2019-20/PTM/01

Date: 04.06.2019

CIRCULAR

This is to inform all members that a **meeting of the PTM Committee** will be held to review, discuss, and plan for the upcoming Parent-Teacher Meetings. As part of our ongoing efforts to enhance communication between parents, faculty, and students, it is crucial for all committee members to attend and actively participate in these discussions.

Details of the Meeting:

1. **Date:** 11.06.2019
2. **Time:** 2:30pm Onwards
3. **Venue:** College Council Hall

Agenda:

- Review of previous PTM sessions and feedback
- Planning for upcoming PTM events: dates, times, and logistics
- Discussion on strategies for improving parent engagement and communication
- Coordination of faculty participation and topics for discussion during PTMs
- Addressing any issues or concerns related to student performance and welfare
- Any other matter related to the PTM Committee's responsibilities

Action Required:


All members are requested to attend the meeting on time. If any member is unable to attend, kindly notify the committee coordinator in advance and, if possible, send a representative.

Please ensure that any additional agenda items or suggestions are sent to the committee coordinator by 11.06.2019.



Copy to:

All the Committee Members
All Department HODs
PA to Dean


Principal / Dean
Chairperson
Malla Reddy Medical College for Women
Dr. K.N. Sudha Ramana
Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

Suraram 'x' Road, Quthbullapur Municipality, Jeedimetla, Hyderabad - 500 055.

Tel: 040-64583333, Website: www.mrmcw.org

Minutes of the Meeting

Date: 13.06.2019

Time: 2:30pm Onwards

Venue: College Council Hall

Agenda Items:

1. Review of Previous PTM Feedback and Outcomes

- Overview of feedback from previous Parent-Teacher Meetings (PTMs).
- Positive feedback on communication improvements.
- Discussion on areas requiring attention, such as timing concerns and the need for more detailed academic discussions.

2. Logistical Planning for Upcoming PTM Events

- Confirmation of PTM date and time.
- Venue selection and coordination of faculty schedules.
- Preparations for faculty presentations and briefing ahead of the event.

3. Enhancing Parent Engagement and Communication Strategies

- Proposals for boosting parent involvement, including reminders and feedback mechanisms.
- Suggestions for more interactive PTM sessions with informal discussions.
- Considerations for improving post-PTM feedback collection.

4. Faculty Coordination for Effective PTM Participation

- Faculty assignment based on subject expertise.
- Checklist and preparation guidelines for faculty members.
- Emphasis on effective communication with parents during PTMs.

5. Addressing Student Welfare and Performance Concerns

- Addressing concerns raised by parents regarding student well-being.
- Plans for a dedicated session on mental health and stress management.
- Briefing faculty on handling sensitive student issues.

Decisions Made:

- Faculty participation and coordination will be streamlined with a checklist and pre-PTM briefing sessions.
- New strategies for improving parent engagement, including reminders and feedback forms, will be implemented.

Copy to:

All the Committee Members

All Department HODs

PA to Dean



K. N. Sudha Ramana
Principal / Dean
Chairperson

Malla Reddy Medical College for Women


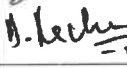


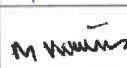
Dr. K.N.Sudha Ramana

Parent Teacher Meeting Committee

Malla Reddy Medical College for Women

Parent Teacher Meeting Attendance Sheet

Meeting Title	Parent Teacher Committee
Date	11.06.2019
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr Sudha Ramana	Dean, MRMCW	Dean, MRMCW		
2	Dr. Rachana Reddy	Senior Resident, ENT	ENT		
3	Dr. Suresh Reddy	Assistant Prof, Psychiatry	Psychiatry		
4	Dr. Raghavendra Rao	Prof & HOD,DVL	DVL	—	
5	Dr. Pramod Kumar	Prof & HOD, Psychiatry	Psychiatry		
6	Mr. Vinay Kumar	Assistant Prof, Anatomy	Anatomy		

MRMCW/ACAD/2019-20/PTM/02

Date: 03.12.2019

CIRCULAR

This is a reminder about the **follow-up meeting** of the **PTM Committee** scheduled for the second phase of this academic year. As discussed in our previous meeting, this session will focus on evaluating the outcomes of the initial Parent-Teacher Meeting (PTM) and preparing for the next round of PTMs. We also aim to assess the feedback from parents and faculty to continuously improve our approach to student and parent engagement.

Details of the Follow-up Meeting:

1. **Date:** 10.12.2019
2. **Time:** 2:30pm Onwards
3. **Venue:** College Council Hall

Agenda:

- Review and feedback from the first round of Parent-Teacher Meetings
- Discussion on any challenges or improvements identified in the first PTM
- Planning for the next round of PTMs: Setting the date, organizing logistics, and addressing any additional requirements
- Finalizing the coordination of faculty participation and content for upcoming PTMs
- Suggestions for enhancing parent-teacher communication and overall student engagement
- Any other relevant matters related to the PTM Committee's functioning

Action Required:

All PTM Committee members are requested to attend this follow-up meeting. If any member is unable to attend, please notify the committee coordinator in advance and arrange for a representative to attend in your place.

Please submit any additional suggestions or agenda items for this meeting to the committee coordinator by 11.12.2019.

Copy to:

All the Committee Members
All Department HODs
PA to Dean




Chairperson
Principal / Dean
Malla Reddy Medical College for Women
Dr. K.N.Sudha Ramana

Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

Suraram 'x' Road, Quthbullapur Municipality, Jeedimetla, Hyderabad - 500 055.

Tel: 040-64583333, Website: www.mrmcw.org

Minutes of the Meeting

Date: 10.12.2019

Time: 2:30pm Onwards

Venue: College Council Hall

Agenda Items:

1. Review and Evaluation of First Parent-Teacher Meeting (PTM) Round

- Summary of feedback from the initial PTM session.
- Highlights of positive feedback regarding organization and communication.
- Key challenges identified, such as timing and one-on-one interaction issues.

2. Addressing Challenges and Identifying Improvements for Future PTMs

- Discussion on enhancing time management during PTMs.
- Proposals for individual consultations and appointment slots.
- Consideration of different PTM formats to improve overall experience.

3. Planning and Preparation for the Upcoming PTM Session

- Confirmation of the next PTM date, time, and venue.
- Details about logistics, including faculty availability and reminder notifications.
- Exploration of virtual PTM options for remote participation.

4. Faculty Coordination and Content Delivery for Next PTM

- Scheduling and content preparation for faculty members.
- Creation of a standardized template for faculty to provide consistent updates on student progress.

5. Strategies to Strengthen Parent-Teacher Communication and Student Support

- Ideas for enhancing ongoing communication, such as an online portal and feedback forms.
- Proposal to include a session on mental health and stress management for students.

6. Additional Proposals and Discussions

- Discussion on expanding PTM venues for larger parent attendance.
- Introduction of the concept of a Parent-Teacher Association (PTA), to be explored further in future meetings.


Decisions Made:

1. **Time Management Adjustments:** Individual appointments will be allocated to ensure that all parents have sufficient time with faculty.
2. **Virtual PTM Option:** The committee agreed to explore the possibility of conducting virtual PTMs for parents unable to attend in person.
3. **Faculty Briefing:** A detailed briefing will be provided to faculty members regarding the expectations for the upcoming PTM and the topics to be covered.
4. **Student Well-being Session:** A session focusing on student mental health and stress management will be included in the next PTM.
5. **PTA Proposal:** The proposal for a Parent-Teacher Association will be discussed further in the next committee meeting.

Copy to:

All the Committee Members
All Department HODs
PA to Dean


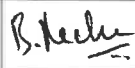
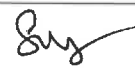






Principal / Dean
Malla Reddy Medical College for Women

Dr. K. N. Sudha Ramana
Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

Parent Teacher Meeting Attendance Sheet

Meeting Title	Parent Teacher Committee
Date	10.12.2019
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr Sudha Ramana	Dean, MRMCW	Dean, MRMCW		
2	Dr. Rachana Reddy	Senior Resident, ENT	ENT		
3	Dr. Suresh Reddy	Assistant Prof, Psychiatry	Psychiatry		
4	Dr. Raghavendra Rao	Prof & HOD,DVL	DVL		
5	Dr. Pramod Kumar	Prof & HOD, Psychiatry	Psychiatry		
6	Mr. Vinay Kumar	Assistant Prof, Anatomy	Anatomy		

MRMCW/ACAD/2018-19/PTM/01

Date: 05.06.2018

CIRCULAR

This is to inform all members that a **Meeting of the PTM Committee** will be held to review, discuss, and plan for the upcoming Parent-Teacher Meetings. As part of our ongoing efforts to enhance communication between parents, faculty, and students, it is crucial for all committee members to attend and actively participate in these discussions.

Details of the Meeting:

1. **Date:** 11.06.2018
2. **Time:** 2:30pm Onwards
3. **Venue:** College Council Hall

Agenda:

- Review of previous PTM sessions and feedback
- Planning for upcoming PTM events: dates, times, and logistics
- Discussion on strategies for improving parent engagement and communication
- Coordination of faculty participation and topics for discussion during PTMs
- Addressing any issues or concerns related to student performance and welfare
- Any other matter related to the PTM Committee's responsibilities

Action Required:


All members are requested to attend the meeting on time. If any member is unable to attend, kindly notify the committee coordinator in advance and, if possible, send a representative.

Please ensure that any additional agenda items or suggestions are sent to the committee coordinator by 12.06.2018.

Copy to:

All the Committee Members
All Department HODs
PA to Dean




Principal / Dean
Chairperson
Malla Reddy Medical College for Women
Dr. K.N. Sudha Ramana
Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

Suraram 'x' Road, Quthbullapur Municipality, Jeedimetla, Hyderabad - 500 055.

Tel: 040-64583333, Website: www.mrmcw.org

Minutes of the Meeting

Date: 13.06.2018

Time: 2:30pm Onwards

Venue: College Council Hall

Agenda Items:

1. Review of Previous PTM Sessions and Feedback

- The meeting began with a review of feedback from previous Parent-Teacher Meetings.
- Key positive outcomes were highlighted, including improved communication between parents and faculty.
- Areas of improvement discussed:
 - Some parents expressed concern about the timing of PTMs. It was suggested to offer flexible time slots for working parents in future PTMs.
 - A few faculty members requested more time to discuss academic performance in detail.

2. Planning for Upcoming PTM Events

- Discussion on logistics:
 - The venue for the PTM will be the College Council Hall.
 - It was agreed to ensure that all faculty members are briefed well in advance regarding their presentation topics for PTM.

3. Improving Parent Engagement and Communication

- The committee discussed ways to improve parent engagement:
 - Proposals included sending reminder emails and SMS notifications to parents prior to PTMs.
 - Suggested creating a PTM-specific feedback form that parents can fill out after each meeting to help gather constructive feedback for improvement.
 - It was proposed to have an interactive session during PTMs where parents can engage in discussions with faculty members in a more informal setup.

4. Coordination of Faculty Participation

- The committee discussed the coordination of faculty participation in PTMs:
 - Faculty members will be assigned specific topics based on their subject expertise.
 - A checklist will be shared with all faculty members to ensure that important points are covered during their sessions.
 - Faculty members are encouraged to be well-prepared and ensure that they communicate effectively with parents during their interactions.

5. Addressing Issues Related to Student Performance and Welfare

- The committee acknowledged several concerns raised by parents during past PTMs, especially regarding student well-being.
- It was agreed that future PTMs would have a dedicated session on mental health and stress management, led by the college counseling department.
- Faculty members will also be briefed on how to address sensitive student issues more effectively during the meetings.

6. Other Matters

- A proposal for a parent-teacher association was discussed. This will be explored further in the next committee meeting.
- The issue of PTM timings and venue space was revisited, with a suggestion to expand the meeting area to accommodate a larger group of parents.

Decisions Made:

- Faculty participation and coordination will be streamlined with a checklist and pre-PTM briefing sessions.
- New strategies for improving parent engagement, including reminders and feedback forms, will be implemented.
- A session on student well-being will be incorporated into the upcoming PTM.

Copy to:

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All Department HODs
PA to Dean




Principal / Dean
Malla Reddy Medical College for Women
Dr.K.N. Sudha Ramana

Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

MRMCW/ACAD/2018-19/PTM/02

Date: 03.12.2018

CIRCULAR

This is a reminder about the **follow-up meeting** of the **PTM Committee** scheduled for the second phase of this academic year. As discussed in our previous meeting, this session will focus on evaluating the outcomes of the initial Parent-Teacher Meeting (PTM) and preparing for the next round of PTMs. We also aim to assess the feedback from parents and faculty to continuously improve our approach to student and parent engagement.

Details of the Follow-up Meeting:

1. **Date:** 10.12.2018
2. **Time:** 2:30pm Onwards
3. **Venue:** College Council Hall

Agenda:

- Review and feedback from the first round of Parent-Teacher Meetings
- Discussion on any challenges or improvements identified in the first PTM
- Planning for the next round of PTMs: Setting the date, organizing logistics, and addressing any additional requirements
- Finalizing the coordination of faculty participation and content for upcoming PTMs
- Suggestions for enhancing parent-teacher communication and overall student engagement

Action Required:


All PTM Committee members are requested to attend this follow-up meeting. If any member is unable to attend, please notify the committee coordinator in advance and arrange for a representative to attend in your place.

Please submit any additional suggestions or agenda items for this meeting to the committee coordinator by 11.12.2018.

Copy to:

All the Committee Members
All Department HODs
PA to Dean




Chairperson / Dean
Dr.K.N. Sudha Ramana
Parent Teacher Meeting Committee
Malla Reddy Medical College for Women

Suraram 'x' Road, Quthbullapur Municipality, Jeedimetla, Hyderabad - 500 055.

Tel: 040-64583333, Website: www.mrmcw.org

Minutes of the Meeting

Date: 12.12.2018

Time: 2:30pm Onwards

Venue: College Council Hall

Agenda Items:

- 1. Review and Feedback from the First Round of Parent-Teacher Meetings (PTMs)**
 - The meeting commenced with a review of the first round of PTMs held earlier in the academic year.
 - **Positive Feedback:**
 - Parents expressed satisfaction with the overall organization of the PTMs.
 - There was constructive communication between parents and faculty regarding student progress and welfare.
- 2. Discussion on Challenges or Improvements Identified in the First PTM**
 - The committee discussed the need to address the issue of time management during PTMs.
 - It was proposed to allocate more time for faculty to engage with parents individually.
 - Additional measures, such as setting up appointment slots for individual discussions, were also considered to ensure each parent gets ample time with faculty.
 - It was agreed to experiment with different formats, including possibly conducting PTMs in multiple sessions, to manage the crowd and improve the experience.
- 3. Planning for the Next Round of PTMs**
 - The meeting venue will be at College Council hall.
 - The committee agreed on having faculty available for consultations throughout the day in designated time slots.
 - Reminder notifications will be sent to parents through email and SMS one week prior to the PTM date.
 - The committee discussed the possibility of having a virtual PTM option for parents unable to attend in person.
- 4. Coordination of Faculty Participation and Content for Upcoming PTMs**
 - Faculty members will be informed of their individual schedules for PTM and the content they are required to present.
 - It was decided that each faculty member will focus on providing clear, concise updates on student performance and areas for improvement.
 - A template will be created for faculty to follow, ensuring consistent delivery of key information.

5. Suggestions for Enhancing Parent-Teacher Communication and Student Engagement

- The committee brainstormed strategies for improving communication between parents and teachers:
 - Implementation of an online portal where parents can regularly check updates on their child's academic progress.
 - Introducing parent feedback forms to be filled out after each PTM for continuous improvement.
- It was suggested that a session on student mental health and stress management be included in the next PTM, given the increasing concerns about student well-being.

Decisions Made:

1. **Time Management Adjustments:** Individual appointments will be allocated to ensure that all parents have sufficient time with faculty.
2. **Virtual PTM Option:** The committee agreed to explore the possibility of conducting virtual PTMs for parents unable to attend in person.
3. **Faculty Briefing:** A detailed briefing will be provided to faculty members regarding the expectations for the upcoming PTM and the topics to be covered.
4. **Student Well-being Session:** A session focusing on student mental health and stress management will be included in the next PTM.
5. **PTA Proposal:** The proposal for a Parent-Teacher Association will be discussed further in the next committee meeting.



Copy to:

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PA to Dean

Principal / Dean
Chairperson

Malla Reddy Medical College for Women


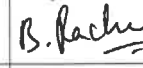


Dr.K.N. Sudha Ramana

Parent Teacher Meeting Committee

Malla Reddy Medical College for Women

Parent Teacher Meeting Attendance Sheet

Meeting Title	Parent Teacher Committee
Date	17.06.2018
Time	2:30pm Onwards
Venue	College Council Hall

S. No.	Name of Committee Member	Designation	Department	Signature	Remarks (If Any)
1	Dr Sudha Ramana	Dean, MRMCW	Dean, MRMCW		
2	Dr. Rachana Reddy	Senior Resident, ENT	ENT		
3	Dr. Suresh Reddy	Assistant Prof, Psychiatry	Psychiatry		
4	Dr. Raghavendra Rao	Prof & HOD,DVL	DVL	—	
5	Dr. Pramod Kumar	Prof & HOD, Psychiatry	Psychiatry		
6	Mr. Vinay Kumar	Assistant Prof, Anatomy	Anatomy	