



# SAKTHI POLYTECHNIC COLLEGE

(AICTE Approved || Government Aided Institution)

(NBA Accredited–Civil, Mech., ECE, EEE and Metallurgy)

SAKTHI NAGAR–638315



## DEPARTMENT OF BASIC ENGINEERING

### Report on Parents – Teachers Meeting

The Parents – Teachers Meeting for first year students of A,B,C section was successfully organized on 20 February 2025 at 10.00am, fostering a productive discussion on students academic progress, discipline, and over all development. The event began with Director K.R.Muthuswamy addressing the importance of student discipline, regular attendance, and avoiding undesirable habits. He also highlighted the achievement of a pass percentage above 80 % and stressed the significance of student safety and punctuality. He acknowledged and appreciated the dedication and hardwork of the teachers. He elaborated on the admission process ,assuring that the management provides a conducive learning environment for students. He highlighted the college's 43 years of excellence and discipline, discussed the availability of scholarships and financial support for deserving students.

Then , Dr.S.Senthil Arasu ,Principal(i/c), explain that students academic progress and outlining the various scholarship opportunities available to support their education. He also highlighted the importance of attendance percentage and students discipline such as following dress code , and discussed issues like drugs usage and mobile game addiction. He also encouraged the students to participate in co-curricular activities to develop their knowledge. He addressed women's safety and the importance of careful driving. He advised students to always wear helmet while driving and obtain license. He urged the parents to actively monitor their children's activities and guide them. Afterward Dr.R.Kannan , Hod (i/c), emphasized few key points to the parents, including students Curriculum process, attendance progress ,students discipline such as mobile usage, dress code and maintaining good behavior.

The class in-charge addressed the students' progress and emphasized the following points:

- 1. Academic Performance:** Highlighted students' marks, strengths, and areas needing improvement.
- 2. Attendance:** Stressed the importance of maintaining a good attendance record.
- 3. Discipline:** Reminded students about proper behavior, including following the dress code and classroom etiquette.
- 4. Mobile Usage:** Warned against the misuse of mobile phones during class hours.
- 5. Participation:** Encouraged students to engage in co-curricular activities to enhance their skills.
- 6. Future Goals:** Advised students to set academic and personal goals for the upcoming term.

Teachers pointed out the importance of collaboration between parents and the institution to support student development. The meeting ended with a positive note, reinforcing the shared responsibility of shaping a bright future for the students. The faculty thanked all the parents for their participation and support.









# **Sakthi Polytechnic College, Sakthi Nagar – 638315**

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## **Minutes of the Parents-Teachers Meeting**

### **Basic Engineering Department**

**Meeting Date :22.02.2025**

**Venue : Meeting Hall**

**Attendance: The Director, The Principal, Teaching Faculty, Non-Teaching Staff, Parents of D,E,F Students (135 Parents out of 165)**

The Parents-Teachers Meeting was held on 22.02.2025 at Sakthi Polytechnic College to provide parents with essential insights into the academic progress, disciplinary guidelines, and overall expectations for students in this semester (D, E, F Sections). The meeting aimed to strengthen the collaboration between parents and faculty, ensuring that students receive the necessary support both at home and in college to enhance their learning experience and personal development. The program began with a welcome address by Mr. K. Anand, HOD(i/c), Department of Chemistry, who welcomed the parents, director, principal, all teaching faculty members and non-teaching staff.

### **Director's Report- Dr. K. R. Muthuswamy,**

It was followed by a speech from Dr. K. R. Muthuswamy, the Director of our college. He spoke generally about the college and the overall performance of students, highlighting key aspects related to academics, discipline, and extracurricular activities. He encouraged parents to actively support their wards in improving their academic performance and participating in various activities for their holistic development.

### **Principal's Report- Dr. A. SenthilArasu,**

Following this, Dr. S. Senthilarasu, the Principal, emphasizing key messages and providing further clarification on various academic and disciplinary matters.

### **Disciplinary points:**

1. All students must maintain a proper haircut as per college guidelines.
2. Students must have a minimum of 80% attendance to be eligible for the board exam.
3. Carrying mobile phones in class is strictly prohibited and will result in a ₹500 fine if found.
4. Students arriving late due to skipping breakfast will be reprimanded and marked absent for the first hour.
5. Taking leave during CAT exams is not allowed, and any leave must be informed to the class in-charge in advance.

### **Academic information:**

1. The principal advised students to Parents motivate their wards to complete their records and assignments at home.
2. Students should minimize mobile phone usage exceptions are allowed for Naan Mudhalvan classes, Scholarship work, UMIS details and hostel phone timings.
3. Coaching classes will be held every Saturday going forward.
4. Remind students to submit the required documents for UMIS and Naan Mudhalvan portal entry.
5. Parents are urged to clear any outstanding fees by the end of this month.

### **Feedback:**

S.No	Queries from Parents	Reply from Principal and HOD
1.	Some parents requested that college buses be made available in specific areas.	The transport in-charge will take the necessary action and additional buses will be introduced in the next year.
2.	A few parents inquired about the discipline and behavior of their wards, both inside and outside the classroom.	The class in-charge will address these concerns and provide counseling to the students as needed.



3.	Few parents asked about their ward's internal mark for each subject.	The Principal assured that internal marks will be shared with parents regularly. Parents are encourage to meet the class in-charges and subject faculty for any concerns regarding their ward's academic progress.
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### Conclusion:

Mr. K. Anand, Lecturer, Department of Chemistry, concluded the session by expressing his gratitude to all attendees with a vote of thanks. He also reminded parents to complete the feedback Google form and emphasized the importance of obtaining signatures from all subject teachers on the progress card of the students before submitting them to the class in charge.



