



**Sakthi Polytechnic College, Sakthi Nagar – 638315**  
Approved by AICTE – Govt-Aided Institution  
NBA Accredited: Civil, ECE,EEE,Mech,Met Programmes

---

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

**Department:** Basic Engineering

**Date:** 09.10.2025

**Venue:** Meeting Hall

### **Attendance:**

The Director, The Principal, Teaching Faculty, Non-Teaching Staff, and Parents of D & E Section Students (70 parents attended out of 107).

### **Meeting Proceedings**

The Parents–Teachers Meeting was conducted on **09.10.2025** at Sakthi Polytechnic College with the objective of updating parents on their wards' academic progress, disciplinary expectations, and overall development during the current semester. The meeting aimed to foster stronger collaboration between parents and faculty, ensuring that students receive consistent support both at home and in college.

The session commenced with a **welcome address** by **Mr. K. Anand**, HOD (i/c), Department of Chemistry. He extended a warm welcome to the parents, the Director, the Principal, all faculty members, and non-teaching staff.

### **Director's Address – Dr. K. R. Muthuswamy**

Dr. K. R. Muthuswamy addressed the gathering and shared insights on the college's performance and the students' overall growth. He highlighted important aspects of academics, discipline, and extracurricular participation. He urged parents to actively support their children to improve their academic achievements and participate in various activities for holistic development.

### **Principal's Address – Dr. S. Senthilarasu**

Following the Director's speech, the Principal, **Dr. S. Senthilarasu**, provided further clarity on academic regulations and disciplinary guidelines. He emphasized the importance of parent involvement in helping students maintain academic discipline and punctuality.

## Key Points Discussed

### Disciplinary Guidelines

- Students must maintain a proper haircut as per college norms.
- A minimum of **75% attendance** is mandatory for eligibility to appear in the first semester examinations.
- Parents were advised to regulate their wards' mobile phone usage at home.
- Students coming late by skipping breakfast will be marked absent for the first hour.
- Leave during CAT examinations is **strictly not permitted**. Any unavoidable leave must be informed to the class in-charge in advance.

### Academic Guidelines

- Parents should **encourage their wards to complete records and assignments at home** regularly.
- Mobile phone use should be restricted, except for specific purposes such as **Naan Mudhalvan classes, scholarship work, and UMIS data updates**.
- Students must submit all **UMIS-related documents** on time.
- Parents were requested to **clear any pending fees within two weeks**.

### Parent Feedback & Responses

S.No.	Queries from Parents	Response from Principal & HOD
1	Some parents requested that college buses wait a few more minutes at certain stops.	The Principal explained the importance of adhering to the bus schedule to maintain college timings. Parents were advised to ensure that their wards reach the bus stop at least <b>5 minutes early</b> .
2	Parents expressed that teachers were not assigning homework, leading to increased mobile use at home.	The Principal clarified that homework is regularly posted in class WhatsApp groups. Parents were encouraged to <b>check the group daily</b> and monitor their wards' usage.
3	Concerns were raised about lack of communication during bus breakdowns.	The Principal advised parents to collect the contact numbers of the <b>bus driver or bus in-charge</b> to stay informed in case of emergencies.

## Conclusion

The meeting concluded with a **vote of thanks** delivered by **Mr. K. Anand**, Lecturer, Department of Chemistry. He expressed gratitude to all the parents and staff members for their active participation. He reminded parents to **complete the feedback Google Form** and to ensure that **progress cards are signed by all subject teachers** before submission to the class in-charge.





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

Approved by AICTE – Govt-Aided Institution  
NBA Accredited: Civil, ECE,EEE, Mech, Met Programmes

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

### **Basic Engineering Department**

**Date :10.10.2025**

**Venue : HALL NO 204 &205**

**Attendance: The Director, The Principal, Teaching Faculty, Non-Teaching Staff,**

**Parents of A, B, C Section Students (135 Parents out of 170 attended)**

The Parents-Teachers Meeting was held on 10.10.2025 at Sakthi Polytechnic College to provide parents with valuable insights into student's academic progress, disciplinary guidelines, and overall expectations for current semester (A, B, C Sections). The meeting aimed to strengthen the collaboration between parents and faculty, ensuring that students receive the adequate support both at home and in college to enhance their academic performance and personal development. The program commenced with a welcome address by Dr.R.Kannan, HOD(i/c), Department of Physics, who warmly welcomed the Director, Principal, all teaching faculty members and non-teaching staff and all the parents.

### **Key Points from the Director's Address (Dr. K. R. Muthuswamy)**

- ❖ Appreciated the institution's steady growth and the students' overall performance.
- ❖ Emphasized the importance of maintaining academic excellence and discipline.
- ❖ Highlighted the need for active participation in extracurricular and co-curricular activities.
- ❖ Encouraged parents to guide and motivate their wards to improve their academic standards.
- ❖ Stressed the role of parental support in ensuring the holistic development of students.

### **Key Points from the Principal's Address (Dr. S.Senthil Arasu)**

#### **Disciplinary points:**

1. All students must maintain a proper haircut in accordance with college guidelines.
2. A minimum of 75% attendance is mandatory for students to be eligible for this semester
3. Carrying mobile phones inside the classroom is strictly prohibited. If found, a fine will be imposed.
4. Students arriving late due to skipping breakfast will be reprimanded and marked absent for the first hour.
5. Taking leave during CAT examinations is not permitted. Any unavoidable leave must be informed to the respective class in-charge in advance.

### **Academic information:**

1. The Principal advised parents to motivate their wards to complete their records and assignments at home.
2. Students should minimize mobile phone usage; however, exceptions are permitted for Naan Mudhalvan classes, scholarship work, and UMIS-related activities.
3. Coaching classes will be conducted every Saturday henceforth.
4. Students are reminded to submit the required documents for UMIS
5. Parents are requested to clear any outstanding fees by the end of this month.

### **Feedback:**

<b>S.No</b>	<b>Queries from Parents</b>	<b>Reply from Principal and HOD</b>	<b>Action Taken by the Department</b>
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.	The department has forwarded the request to the Transport incharge for route evaluation and future planning.
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.	Faculty members have been instructed to closely monitor students' behavior and provide regular feedback to parents. Counseling sessions have been arranged for identified students.
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 encouraged to meet the class in-charges and subject faculty for any concerns regarding their ward's academic progress.	The department has displayed the internal marks on the notice board and shared them with parents during the meeting. Faculty members have been advised to update parents after each assessment.



## Conclusion:

Dr.R.Kannan, Lecturer, Department of Physics, 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.

