



Policy for Parent Teacher MEET (PTM)

PREPARED BY:

Internal Quality Assurance Cell

**Hon. Shri. Annasaheb Dange Ayurved Medical College, Post
Graduate & Research center, Ashta, Dist Sangli (MS)**

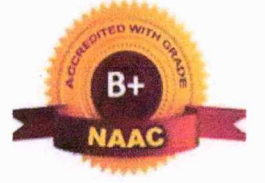
(ADAMC, ASHTA)

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Website : www.adamc.ac.in



Sant Dnyaneshwar Shikshan Sanstha's
**Hon. Shri. Annasaheb Dange Ayurved Medical College
& Post Graduate Research Center**
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Website : www.adamc.ac.in E-mail : ashta.adamc@gmail.com
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Parent Teacher MEET (PTM)

Members:

- + Principal Dr.Amit Sudhkar Pethkar
- + Dr. Sarfaraj Landge
- + Dr. Smita Lokhande
- + Dr. Deepali Jadhav
- + Dr. Shraddha Koli
- + Dr. Suraj Kundale
- + Dr. Sayali Pashte
- + Dr. Dattatray Nikam
- + Dr. Subhash Patki





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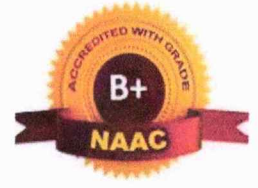


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AS Prasad
PRINCIPAL
Shri Annasaheb Dange Ayurved Medical
College, Ashta, Tal. Walwa, Dist. Sangli



INTRODUCTION:

The Parent-Teacher Engagement Policy aims to foster effective communication and collaboration between parents and teachers for the holistic development of students. This policy establishes guidelines for parent-teacher meetings and outlines the roles and responsibilities of stakeholders to ensure the academic success and well-being of students. The Parent-Teacher Engagement Policy aims to establish a framework for effective communication and collaboration between parents and teachers within our educational institution. Recognizing the critical role that parents play in their child's academic journey, this policy emphasizes the importance of regular interaction between parents, teachers, and students. By fostering a strong partnership between home and school, we seek to enhance student learning outcomes and overall well-being.

OBJECTIVES:

- + Facilitate regular communication between parents, teachers, and students.
- + Provide a platform for discussing academic progress, extracurricular involvement, and any concerns related to students' development.
- + Foster a supportive partnership between parents and teachers to enhance student learning outcomes.





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- ✦ Ensure that parent-teacher meetings are conducted in a structured and productive manner, focusing on student growth and well-being.

ROLES AND RESPONSIBILITIES:

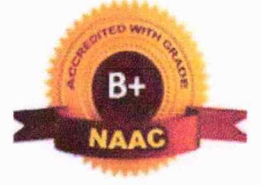
ACADEMIC INCHARGE

- ✦ **Coordinate Implementation:** Oversee the implementation of the Parent-Teacher Engagement Policy across the institution.
- ✦ **Support Teachers:** Provide guidance and support to teachers in preparing for parent-teacher meetings and engaging with parents effectively.
- ✦ **Facilitate Communication:** Serve as a liaison between parents, teachers, and other stakeholders, ensuring effective communication and collaboration.
- ✦ **Feedback Analysis:** Analyze feedback from parent-teacher meetings to identify areas for improvement and implement necessary changes to enhance parent-teacher engagement.





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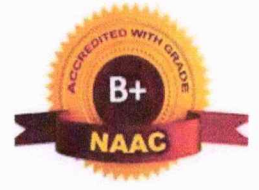
PARENTS:

- + Regularly engage with the academic in charge and teachers to stay informed about their child's academic progress, extracurricular activities, and any issues or concerns.
- + Attend parent-teacher meetings as scheduled and actively participate in discussions about their child's development.
- + Support and encourage their child's educational journey by providing necessary resources, guidance, and encouragement.
- + Collaborate with teachers to address any challenges or obstacles hindering their child's academic success.





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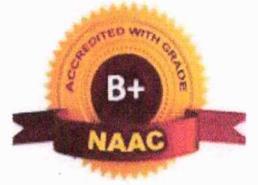
PARENT-TEACHER MEETING (PTM) OBJECTIVES:

1. Maintain open communication between parents, teachers, and students.
2. Provide parents with updates on their child's academic performance and progress in various subjects.
3. Identify areas of strength and areas for improvement for each student.
4. Discuss strategies for supporting students' academic and extracurricular development.
5. Address any concerns or challenges that may be impacting students' learning experience.
6. Foster a supportive environment where parents and teachers work together to ensure students' success.





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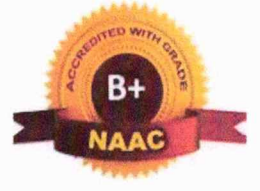
STANDARD OPERATING PROCEDURE (SOP) FOR PTM ACTIVITIES:

1. Schedule PTMs at regular intervals, providing advance notice to parents and teachers.
2. Allocate specific time slots for each parent-teacher meeting to ensure efficient use of time.
3. Provide a structured agenda for PTM discussions, covering academic progress, extracurricular involvement, and any concerns or challenges.
4. Encourage parents to attend PTMs along with their child and actively participate in discussions.
5. Facilitate confidential discussions between teachers and parents, respecting privacy and confidentiality.
6. Collect feedback from parents and teachers after each PTM to evaluate effectiveness and identify areas for improvement.





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FEEDBACK ANALYSIS:

- ✚ Analyze feedback from parents and teachers to identify recurring themes, concerns, and suggestions.
- ✚ Use feedback data to make informed decisions and implement changes to improve the parent-teacher engagement process.
- ✚ Regularly review and update the Parent-Teacher Engagement Policy based on feedback and evolving needs of stakeholders.
- ✚ This policy aims to create a collaborative partnership between parents and teachers, fostering a supportive environment for student success and well-being.



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