



BAKLIWAL FOUNDATION

College of Arts, Commerce & Science, Vashi

[An ISO Certified Institution, Affiliated to KKS University & Approved by
AICTE, Delhi, DTE, Government of Maharashtra]

Website: <https://www.bfc.ac.in> Contact: 93246 56222, 86522 58516, 86572 96572

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**Policy for Parents-
Teachers Meeting
2024 - 2025**



Policy for Parents-Teachers Meeting

Aim:

Parent Teacher Meetings are organised by the college to give parents the opportunity to meet all the faculty members and college personnel who work with their ward on a day to day basis.

Purpose:

- ✚ Faculty members will give factual information to parents based on their records to date.
- ✚ Parents hear how their ward is doing (progressing) in all subjects. This includes areas of success and areas that need improving.
- ✚ Parents learn how they can best support their ward's education at home.
- ✚ Parents share their expectations for their ward with faculty members.
- ✚ Relevant personal information can be shared by parents to enable faculty members better understand and support the student in college.

Expected Outcomes:

- ✚ Parents have factual information to discuss with their ward in order to help him/her do better in college.
- ✚ Students get more support from faculty members and parents as a result of information sharing at the meeting.
- ✚ Other supports (if required) are put in place for the students.
- ✚ Students work will improve.
- ✚ Students reach their academic potential and get maximum benefit from their time in college.



- ✚ Parents and faculty members support each other's work for the benefit of the students.

About Parent Teacher Meetings

- ✚ The date of the Parent Teacher Meetings will be set and included in academic calendar at the beginning of the academic year.
- ✚ Parent Teacher Meetings will be planned and organised to ensure that they are a positive experience for all concerned.
- ✚ Each year Class will have a separate parent teacher meeting (if possible).
- ✚ The day of the Parent Teacher Meeting will vary.
- ✚ Parent Teacher Meetings may take place outside of college time.
- ✚ Parent Teacher Meetings take place between 9.00 – 01.00 pm.
- ✚ Parents are advised to be on the college premises not later than 03.00pm to ensure they have enough time to meet all their ward's faculty members.
- ✚ Parent Teacher Meetings take place in the college hall and or at students' respective class rooms to enable easy access for parents.
- ✚ The venue for the PT Meeting will be set out in advance of the meeting with the help of the Students Council.
- ✚ A register of attendance will be taken as parents arrive and contact details (address and phone numbers) will be confirmed.
- ✚ Student may attend the meeting with their parents/guardians.
- ✚ Students who attend must be in full uniform / formal dress.
- ✚ Faculty members have the option to meet with the parent alone or with the parent and student.



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- ✚ Prefects will be available on the day to help ensure the smooth running of the meeting and to assist parents at the meeting.
- ✚ College management, College Community Liaison Co-ordinator and Parent Teacher Meeting Coordinator will be present to greet parents and to ensure the smooth running of the meeting.
- ✚ Meeting time with faculty members should be kept to a minimum 5-10 minutes.

In advance of the meeting:

- ✚ Parents will be notified of the Parent Teacher Meeting one week in advance of the pre-arranged meeting.
- ✚ Parents will be asked to indicate their presence at the meeting by returning the signed slip at the end of the letter to their ward's Class Teacher or Year Head.
- ✚ All faculty members will promote excellent attendance of their students at the meetings.
- ✚ A text message will be sent as a reminder to all homes, the day before the P/T Meeting.

- ✚ Parents are encouraged to contact the college if unable to attend for genuine reasons or if unforeseeable circumstances arise on the day of the meeting.

- ✚ Parents may be contacted directly to encourage and support them to attend. (By PTM co-ordinator, Faculty Members, Departmental Coordinators, Liaison or other staff working with these parents).

- ✚ Light refreshments [Tea & Biscuits] will be available to all during the meeting.

After the meeting:

- ✚ Attendance at the PT Meetings will be recorded and displayed to all staff and the overall attendance will be included in our PTM record. Management, Head and Class Faculty members will get a copy of the



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attendance records. This will be completed by the Parent Teacher Meeting Co-ordinator.

- ✚ If a student is not represented at a meeting the Coordinator and Class Teacher will arrange a meeting for parent(s) to give them an overall report on how the student is doing. This information will be gathered from all faculty members teaching the student.
- ✚ Parents who are unable to attend the PT meeting or to visit the college soon after the meeting will be invited (by letter, phone call or home visit) to attend the next arranged meeting.
- ✚ Records of attendance will be kept and will be used to target these parents for future meetings.
- ✚ Annual targets for attendance will be set and monitored.

Date:10.06.2024



Principal

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Vashi, Navi Mumbai

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