



# MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

Nazirabad, P.O. Utchepota Via Sonarpur, Kolkata:700150

## NOTICE

Ref. no. MSIT/PO/NOTICE-2020-21/208

Date: 24.09.2020

This is to inform all concerned that **PARENT TEACHER COORDINATION COMMITTEE** has been constituted with effect from 01.09.2020 to maintain the communication between parents, teachers and the students. This committee will coordinate with all relevant associated committees and departments to keep a track of the students' performance and convey/communicate to their parents. The following will be the constitution and guidelines of the Committee.

### Members:

SL. NO.	MEMBERS NAME	MEMBER'S DESIGNATION	POSITION IN THE COMMITTEE
1	Prof. (Dr.) Ankur Ganguly	Principal-In-Charge	<b>Chairperson</b>
2	Mr. Subir Hazra	AP& HOD, IT	<b>Coordinator</b>
3	Ms. Sankhamita Sinha	AP, CA	<b>Convener</b>
4	Ms. Rianka Dalal	AP, BSH	Member
5	Mr. Biswajit Giri	AP, CSE	Member
6	Mr. Swarnil Roy	AP, ECE	Member
7	Ms. Poulomi Majumdar	AP, CE	Member
8	Mr. Santanu Banerjee	AP, ME	Member
9	Mr. Manoj Kumar Garain	AP, EE	Member
10	Mr. Aliv Banerjee	AP, BA	Member

### Roles & Responsibilities:

1. The committee shall be responsible to inform about the students' performance to their parents.
2. The committee shall be responsible collect the data regarding internal assessment marks and attendance.
3. The committee authorizes to decide the date of the parent teacher meeting to be held. Two meetings are to held in a semester, one after first internal assessment and the other before the semester examinations.
4. Letters/Mails shall be sent to individual parents' mentioning about the internal assessment marks and attendance at least 15 days prior to the date of parent teacher meeting.
5. In case of any issues the committee guides the parent and the student to their respective subject teacher/the mentor for their better performance.
6. In case of any suggestions given by the parents the committee shall discuss with the higher authorities to be implemented.

7. To maintain all relevant documentation of the process and submit a detailed report to the HOI after each semester.

**Terms of Members:** Two years for nominated members.

**Meetings:** At least one meeting in every 60 days and as and when necessary as deemed fit by the committee.

**Modus operandi:**

1. The Committee/Cell/Council will be reporting to Coordinator – Academic Affairs as SPOC w.r.t. the office order (Ref. No. MSIT/PO/2020-21/140 dated 19.08.2020) to discuss and resolve issues of committee & inter-disciplinary nature on regular basis.
2. The Coordinator – Academic Affairs will report to HOI with all required details.
3. The HOI may call the individual committee for meeting as and when deemed fit by the same.

**Prof. (Dr.) Ankur Ganguly**  
**Principal- In-Charge**



CC: The GCEO – TIG, The Director - AQA – TIG, All the HODs/FICs, Dean-SA, Administrator, Controller (E&UA), Librarian, TPO, Coordinator - Website & Social Media Committee, Coordinator – Academic Affairs.