

SILIGURI INSTITUTE OF TECHNOLOGY



OFFICE OF THE PRINCIPAL

NOTIFICATION

Ref. No. : Admin/2023/CIR/202

Date: 05.10.2023

This is to notify to all concerned that as per Academic Calendar issued for Odd semester 2023-24, the Parent Teacher Meeting (PTM) for all the higher semester students (3rd, 5th, 7th) is scheduled to be held between 1st November 2023 to 3rd November 2023.

Based on the window all the HODs are requested to revert back with their date, venue & time of organizing PTM marking CC to Mrs. Jayasree Singha, Central Coordinator of the institute.


A budget for organizing PTM of individual department has also to be submitted by the concerned head along with the schedule.

The agenda of the meeting to be followed along with the feedback form to be filled up by the parents will be circulated by the central coordinator of the institute in due time.

The PTM will be conducted with an aim for participation of the parents in the system functionality and aims 100% attendance of the parents in the meeting. A confirmation/consent/agree to attend as a reply from the parents have to be collected in this regard by individual dept. & the same shall be forwarded to the Office of the Principal by the Central Coordinator as a measure of estimation of foot fall.

Therefore all HODs are requested to take appropriate measure to intimate the PTM information to all the parents on or before 11th October 2023 and subsequently a gentle reminder shall also to be sent on 30th October 2023.

Cooperation from all is highly solicited.


05.10.23

Dr. Mithun Chakraborty
Principal
Siliguri Institute of Technology