

# SILIGURI INSTITUTE OF TECHNOLOGY

## Minutes of Meeting

Parent Teacher Meeting (PTM) for Odd Semester 2022-23

Date: 06.12.2022

**COLLEGE CODE:** (119, 334, 335, 336)

**Venue:** Conference Room, SIT

**Date:** 05.12.2022

**Time:** 4.00 PM

### Members Present:

Prof. Dr. Mithun Chakraborty, Principal ---in chair  
Dr. Banani Adhikari (Das), Director IQAC, SIT  
Mr. Jayanta Bhusan Basu, Member IQAC, SIT  
Ms. Jayashree Singha, Institute PTM Coordinator, SIT

Agenda	Resolution	Action Taken
Feedback analysis of Parent Teacher Meet (PTM), Odd Sem, 2022-23	<ol style="list-style-type: none"><li>Members proposed modification of the existing feedback forms. Parents 'Remarks' may be added as the last point in the existing feedback forms.</li><li>Parent Teacher Meet (PTM) to be conducted in hybrid mode to improve parents' participation in the said event from the next semester.</li><li>To continue our progress.</li><li>To work hard for further improvement.</li></ol>	<ol style="list-style-type: none"><li>Feedback received from parents is very positive.</li><li>No major observation from parents.</li></ol>

  
7/12/22

Prof. Dr. Mithun Chakraborty,  
Principal, SIT



Jayashree Singha, Assistant Professor, CSE  
Institute PTM Coordinator, SIT