



গড়গাঁও মহাবিদ্যালয়  
GARGAON COLLEGE

NAAC accredited with 'B' Grade

**PARENT TEACHERS' MEET OF  
THE DEPARTMENT OF  
CHEMISTRY  
2022-23**

# **Report of the Meeting**

A Parent-Teacher Meeting was held on 26<sup>th</sup> November, 2022 for B.Sc 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester

## **Agenda**

1. Welcome Address
2. Objective of the Meeting
3. Formal introduction of the Parents and the Teachers
4. Discussion on various Student-centric and Department-centric issues
5. Reconstitution of the Parent-Teacher Association and Executive Committee
6. Perspective of teachers
7. Chairperson's Address
8. Vote of thanks
9. Overview

## **Welcome Address**

Mr. Rituraj Tahu, Assistant Professor, Department of Chemistry, extended a warm welcome to all the parents and faculty members of the department. He handed over the details to the Head of Department (HOD), Department of Chemistry, Dr. Anna Gogoi, who was in chair.

## **Objective of the Meeting**

Dr. Anna Gogoi, Head of the Department, Department of Chemistry chaired the meeting and emphasized on the need for holding such sessions to improve parent-teacher contact. It is imperative that such meetings play a crucial role in opening lines of communication for parents and instructors in order to instill changes in their children's academic performance. It is essential that parents and teachers work together to share accountability for the child's overall development, and parent-teacher meetings provide a chance for both parties to communicate their impressions and concerns. Finally, Madam listed the meeting's goals, which were as follows:

1. Discussion on several Student-centric and Department-centric issues.
2. Reconstitution of the Parent-Teacher Association and Executive Committee.

## **Formal introduction of the Parents and Teachers**

The meeting commenced with the welcome of everyone present and proceeded towards the introduction of all parent representatives as well as teacher representatives.

## **Discussion on numerous Student-centric and Department-centric issues**

The meeting was opened for discussion after the chairperson welcomed the parent representatives' remarks, questions, and concerns. The marks secured by their respective wards in the sessional examination was shown to the parents for their knowledge. Parent representatives highlighted their observations and expressed their appreciation for the Department's efforts on behalf of the learners' overall welfare. Regarding their children's performances in the first and second sessional exams, parents received comments. The major goal of the conference was to provide a forum for teachers and parents to review student performance and come up with ideas for enhancing their educational opportunities.

During the discussion regarding their students' development, the teachers and the parents touched on both the strengths, weakness and their scope for improvement. A thorough SWOT analysis for the wards was carried out from both side. Parents were informed of the students' progress, and their feedback was taken into account. Any sign that a student is not improving is investigated and dealt with.

Teachers provided parents with updates on their children's academic progress and asked them to make sure their children participated in all of the activities. Parents expressed their gratitude and delight for the instructors' attempts to instill in the students a habit of regular attendance, punctuality and an interest in learning. Together, they came up with ideas for how to help the youngster perform better.

The parents expressed great anxiety about their children's preparation for entrance exams, so we explained to them how they might help. Overall, the meeting was incredibly engaging and successful.

Parents learned about the department's policies, procedures, and teaching and learning approaches for the benefit of the pupils as a whole. Parents were urged to recognize the value of their children participating in all academic activities. The PTM concluded that parents and teachers' cooperation is crucial for the appropriate upbringing and development of kids and that the progress and development of pupils depend on their combined efforts.

## Reconstitution of the Parent-Teacher Association and Executive Committee

The Parent-Teacher Association and Executive Committee were reconstituted for smooth functioning of the activities to be undertaken for development of the students.

<b>Parent-Teacher Association and Executive Committee</b>		
		<b>Phone Number</b>
Dr. Anna Gogoi, HOD, Department of Chemistry	President	9435159444
Mr. Pramod Baruah (Parent Representative)	Vice President	9864582505
Dr. Arandao Narzary Assistant Professor, Department of Chemistry	Secretary	8011472928
Mr. Arfan Ali Hazarika (Parent Representative)	Joint Secretary	8011777096
<b>Executive Committee</b>		
Mr. Rituraj Tahu, Assistant Professor, Department of Chemistry		8011348750
Dr. Pakiza Begum, Assistant Professor, Department of Chemistry		8723877061
Dr. SaheenShehnaz Begum, Assistant Professor, Department of Chemistry		7002560074
Dr. Plaban Jyoti Sarma, Assistant Professor, Department of Chemistry		6001138259
Parent Representative		
1. Deepshikha Chetia		7002062396
2. Dipali Borah		7086410864
3. Monuj Chetia		8011468959
General Members		All the parent representatives

### Perspective of teachers

Dr. Arandao Narzary, Assistant Professor, Department of Chemistry, in his speech elaborated on department's regulations of Internal assessment. He informed the parents representatives about the academic calendar that is followed for teaching-learning and evaluation process. He also clearly demonstrated the fraction of marks attributed to regular attendance, upkeep of notebook, decorum in the class and laboratory and performance in the in-semester sessional examination that contributes to the final Internal assessment marks of each student.

Mr. Rituraj Tahu in his speech spoke about the role of parents and teachers and their combined effort for the overall development of the students. The overall development of a child is essential for their success in college and in life. Students who get a well-rounded education that places an emphasis on their intellectual, emotional, and physical development can grow up to be confident, socially adept, and prosperous individual who are an asset to the nation.

Dr. Pakiza Begum in her speech informed the parents about the availability of reading room for the benefit of the students. The parents were also informed about the innumerable books in the departmental library for the students that can be issued for a number of times during the semester. Libraries create the essential habit of reading in students and encourages the development of the group and individual learners, assists in the development of the vocabulary of students, increases comprehension, instills the habit of reading in silence, and encourages a problem-solving approach in students.

Dr. Saheen Shehnaz Begum informed the parents about the different examinations that is held after the degree examination for higher education and the steps taken by the teaching fraternity for the same. Examinations such as JAM (Joint Admission test for Masters) which is a common admission test conducted every year for admission into Master of Science and other post-graduate science programs at Indian Institutes of Technology, Indian Institute of Science and National Institutes of Technology, organized by alternating institutes every year. She also relayed the information about NET, SLET for further research prospects.

Dr. Plaban Jyoti Sarmah focused on the stress issues faced by the students and how to navigate through it. As teachers and guardians of the wards, it falls on our combined approach identify and to help the students facing such problems. He advised the parents to be on the lookout for the signs. Maintaining a healthy lifestyle, eating well, getting enough sleep, being physically active, and taking time to relax as well as work and study forms the basis of a healthy and happy lifestyle.

### **Chairperson's Address**

In her address, Dr. Anna Gogoi, thanked all the teachers for their valuable words. She also assured the parents to organize a workshop to inculcate the knowledge of different career options available to the students after the completion of their B.Sc. Degree, be it academic such as IIT-JAM, CUET, NET, SLET or professional exams such as Civil services, banking, railways, etc. To preserve the department's advancement, the Chairperson urged all parents to remain active in

the PTA. With humility, Madam accepted the advice and compliments and acknowledged that the parents' strong support made it possible. She expressed her gratitude to everyone for their ongoing help, support, and leadership. She also emphasized the department's commitment to taking all required measures for the pupils' growth and asked for the parents' ongoing support in this respect.

### **Future Action Plan**

1. Frequent meetings of the parents and teacher to discuss the overall progress and development of the students.
2. Organization of programs by the Parent Teacher Association for development of the students.
3. A strategy to organize a career counselling session for the students keeping in requests of the parents

### **Vote of thanks**

The Head, Dr. Anna Gogoi, Assistant Professor, Department of Chemistry, offered the vote of gratitude. She gave Dr. Sabyasachi Mahanta, the esteemed principal of Gargaon College, a vote of thanks for inspiring everyone to plan the PTM. She gave a vote of gratitude to the department's faculty members and parent representatives for their time, involvement, and recommendations. She also expressed gratitude to all service providers for their prompt assistance in planning the conference.

### **Overview of the Meeting**

To maintain communication between parents, teachers, and students, Parent Teacher Association has been re-established. To maintain track on the student's performance and to communicate with their parents, this committee works in coordination with the internal assessment committee, attendance committee, and mentorship committee.

1. It will be the committee's obligation to let the parents understand how the students are doing in class and their overall interaction in the departmental activities.
2. The committee is authorized for deciding the date of the parent teacher meeting to be held. Two meetings are to be held; one in even semester and the other in odd semester.

3. In case of any issues the committee guides the parent and the student to their respective subject teacher/the mentor for their better performance.
4. In case of any suggestions given by the parents, the committee shall discuss with the higher authorities to be implemented

**Frequency of the meeting:** Twice a year/ academic year

**Date:** 26.11.2022

**Time:** 10:30 AM

**Teachers Present:** 06

**Parent Representatives Present:** 17

## Photographs of the Meeting

