



**SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL  
AND RESEARCH INSTITUTE**  
Chikkarayapuram, Near Mangadu, Chennai – 600069

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Ref: 119/PTM/2019

Date:01/03/2019

**CIRCULAR**

As per the management decision it has been proposed to conduct parents teachers meeting on 09 /03 /2019 from 8.30 am by all the respected departments .All concerned departments are requested to conduct the meeting without fail in lecture hall at college block. All departments are requested to submit the minutes and reports of the meeting in Dean office.

Dean

Copy To: VP/MS/RMO/Concerned HODs/concern department faculties

Managing Trustee, Trust office, Ramasami Salai, K.K. Nagar, Chennai-78

**DEAN**  
**SRI MUTHUKUMARAN MEDICAL COLLEGE**  
**HOSPITAL & RESEARCH INSTITUTE**  
Chikkarayapuram, Near Mangadu  
Chennai-600 069



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AND RESEARCH INSTITUTE**

Chikkarayapuram, Near Mangadu, Chennai – 600069

**MINUTES OF THE MEETING**

Meeting Title: Parent Teacher's meeting

Date of meeting : 09/03/2019

Meeting Venue : Lecture Hall at Medical College

Attendees : Dean, HODs of respective Departments, students and Parents

Meeting Agenda :

1. Orientation of the parents to students' progress and performance
2. Sensitization regarding the introduction of mentorship program for the benefit of the students
3. Any other issues

Minutes of the meeting :

1. The parents were provided with the consolidated IA marks and the attendance percentage of the students. There was one to one interaction between the parents, teachers and the students. There was discussion on students' strengths and areas for improvement.
2. The Dean elaborated on the introduction of mentorship program to the students. The purpose of the mentorship program, its uses, roles of the mentor and mentee and periodicity of the meetings were highlighted in the presentation. The parents were requested to extend their co-operation in carrying out the program.
3. Sensitization on remedial measures were done. Parents were requested to extend their support to the remedial measures offered for the students.

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Ref:120 /PTM/2019

Date:31/ 08/2019

**CIRCULAR**

As per the management decision it has been proposed to conduct parents teachers meeting on 07/09/2019 from 9.00am by all the respected departments .All concerned departments are requested to conduct meeting without fail in lecture halls at college block. All department are requested to submit minutes reports of the meeting to Dean office.

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**MINUTES OF THE MEETING**

Meeting Title: Parent Teacher's meeting

Date of meeting : 07/09/2019

Meeting Venue : Lecture Hall at Medical College

Attendees : Dean, HODs of respective Departments, students and Parents

Meeting Agenda :

1. Discussion on student academic progress
2. Intimating parents about the criteria for attendance percentage for appearing in university exam
3. Any other issues

Minutes of meeting

1. The Dean addressed the parents and other HODs described about the overall plans of each department to the parents.

2 . The criteria for appearing in university exams were elaborated to the parents.

All parents requested to give their feedback for improving the quality of the institute.

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Ref: 121 /PTM/2020

Date:28/03/2020

**CIRCULAR**

As per the management decision it has been proposed to conduct online parents teachers meeting on 04/04/2020 from 10 am by all the respected department's HOD in google meet. Meeting link and further details will be shared through messages to mobiles. All departments are requested to submit the minutes and report of meeting to Dean office.

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**MINUTES OF THE MEETING**

Meeting Title:-Online Parent Teacher's meeting

Date of meeting:-04.04. 2020

Meeting platform:- Google meet

Attendees:- Dean, HODs of respective Departments, students and Parents

Meeting Agenda

1. Health related enquiry (COVID issues)
2. Orientation to the curriculum and proceedings of the MBBS course on online platform
3. Orientation of the parents to online exams and various remedial measures.
4. Any other issues.

Minutes of the meeting.

1. Webinar on Mental health during COVID-19 Pandemic to be arranged by the psychiatric department
2. The Dean addressed the parents and sensitized regarding the curriculum and proceedings of the MBBS course using the online platform. Different teaching learning measures adopted at the Institutional level were highlighted to the parents
3. Parents were oriented to online exams and were provided with the consolidated IA marks and the attendance percentage of the students till date.
4. Sensitization on remedial measures were done. Parents were requested to extend their support to the remedial measures offered for the students


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Ref:122/PTM/2020

Date: 03/ 10/2020

**CIRCULAR**

As per the management decision it has been proposed to conduct online parents teachers meeting on 10/10 /2020 from 10 am by all the respected department's HOD in google meet. Meeting link and further details will be shared through messages to mobiles. All departments are requested to submit the minutes and report of meeting to Dean office.

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**MINUTES OF THE MEETING**

Meeting Title:-Online Parent Teacher's meeting

Date of meeting:-10.10. 2020

No. of Participants:-110

Meeting Platform:-Google meet

Attendees:- Dean, HODs of respective Departments, final year students and Parents

Meeting Agenda

1. Discussion on student academic progress
2. Intimating parents about the criteria for attendance percentage for appearing in university exam
3. Issues faced during examination
4. Feedback on "Mental Health during COVID-19" Webinar
5. Any other issues

Minutes of the meeting:

1. The Dean addressed the parents and other HODs described about the overall plans of each department to the parents.
2. The criteria for appearing in university exams were elaborated to the parents
3. Parents were oriented to online exams and remedial measures
4. Feedback from students was obtained regarding the webinar on mental health during COVID-19 pandemic.

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Ref: 123 /PTM/2021

Date:26/03/2021

**CIRCULAR**

As per the management decision it has been proposed to conduct online parents teachers meeting on 03/04/2021 from 10 am by all the respected department's HOD in google meet. Meeting link and further details will be shared through messages to mobiles. All departments are requested to submit the minutes and report of meeting to Dean office.

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**MINUTES OF THE MEETING**

Meeting Title:-Online Parent Teacher's meeting

Date of meeting:-03.04. 2021

No. of Participants:-102

Meeting Platform:-Google meet

Attendees:- Dean, HODs of respective Departments, final year students and Parents

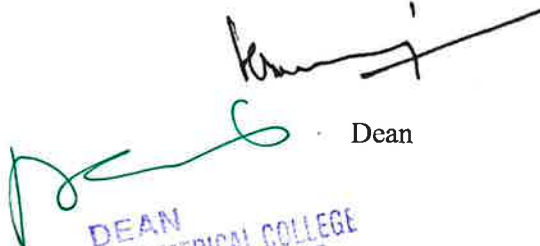
Meeting Agenda:

1. Discussion on student academic progress
2. Intimating parent about the criteria for attendance percentage for appearing in university exam.
3. Issues faced during online classes and examination.
4. Any other issues.

Minutes of meeting:

1. The Dean addressed the parents and other HODs described about the overall plans of each department to the parent.
2. The criteria for appearing in university exams were elaborated to the parents .
3. Parent were oriented to online exams and remedial measures.

Parent feedback taken regarding improving quality of online classes.

  
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Ref:124 /PTM/2021

Date:04/09/2021

**CIRCULAR**

As per the management decision it has been proposed to conduct online parents teachers meeting on 11/09/2021 from 10 am by all the respected department's HOD in google meet. Meeting link and further details will be shared through messages to mobiles. All departments are requested to submit the minutes and report of meeting to Dean office.

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**MINUTES OF THE MEETING**

Meeting Title:-Online Parent Teacher's meeting

Date of meeting:- .11/09/2021

Meeting platform:- Google meet

Attendees:- Dean, HODs of respective Departments, students and Parents

Meeting Agenda:

1. Orientation to the student's progress and academic performance
2. Orientation of the parents to remedial measures.
3. Any other issues.

Minutes of the meeting:

1. Parents were discussed regarding the conducted IA marks and the attendance percentage of the students.
2. Online Remedial classes and exam pattern discussed with parents.

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Ref:125 /PTM/2022

Date:23/06/2022

**CIRCULAR**

As per the management decision it has been proposed to conduct parents teachers meeting on 30/06/2022 from 8.30 am by all the respected departments .All departments are requested to conduct the meeting without fail in the lecture hall in collage block. All departments are requested to submit the minutes and report of meeting to Dean office.

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**MINUTES OF THE MEETING**

Meeting Title: Parent Teacher's meeting

Date of meeting : 30/06/2022

Meeting Venue : Lecture Hall at Medical College

Attendees : Dean, HODs of respective Departments, students and Parents

Meeting Agenda :

1. Attendance and academic performance.
2. IA marks discussed with parents and mentees.

Minutes of meeting:

1. The mentees and their parents were informed about the status of the mentees in the academics. The perceived weaknesses, strengths and the action plans were discussed and appropriate were made by mentors for the improvement. The slow learners were given more emphasize.
2. Remedial classes and exams to be conducted.

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Ref: 126 /PTM/2022

Date:05/11/2022

**CIRCULAR**

As per the management decision it has been proposed to conduct parents teachers meeting on 12/11/2022 from 9.00am by all the respected departments .All concerned departments are requested to conduct the meeting without fail in the lecture hall in collage block.All departments are requested to submit minutes and reports of the meeting in Dean office.

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**MINUTES OF THE MEETING**

Meeting Title: Parent Teacher's meeting

Date of meeting : 12/11/2022

Meeting Venue : Lecture Hall at Medical College

Attendees : Dean, HODs of respective Departments, students and Parents

Meeting Agenda :

1. Orientation to the student's progress and academic performance
2. Orientation of the parents to remedial measures.
3. Any other issues

Key meeting outcomes :

1. Parents were intimated regarding the IA marks and the attendance percentage of the students.
2. Sensitization on remedial measures were done.
3. Hostel food special menu was considered as requested by parents.

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Ref: 127/PTM/2023

Date:13/04/2023

**CIRCULAR**

As per the management decision it has been proposed to conduct parents teachers meeting on 22/04/2023 from 8.30 am by all the respected departments .All requested to attend the meeting without fail in the concerned departments-Anatomy, physiology, biochemistry. Meetings will be held in collage block.All departments are requested to submit minutes and reports of the meeting in the Dean office.

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**MINUTES OF THE MEETING**

Meeting Title: Parent Teacher's meeting

Date of meeting : 22/04/2023

Meeting Venue : Lecture Hall at Medical College

Attendees : Dean, HODs of respective Departments, students and Parents

Meeting Agenda :

1. Orientation of the parents to students' progress and performance.
2. Any other issues.

Key meeting outcomes :

1. The parents were provided with the consolidated IA marks and the attendance - percentage of the students. There was one to one interaction between the parents, teachers and the students. There was discussion on students' strengths and areas for improvement.
2. Bus route extended as per parent's request.
3. The parents also had an opportunity to interact with the mentors and discussed regarding the academic and personal issues of the students.

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Ref: 128/PTM/2023

Date:21/07/2023

**CIRCULAR**

As per the management decision it has been proposed to conduct parents teachers meeting on 29/07/2023 from 8.30 am by all the respected departments .All requested to attend the meeting without fail in the concerned departments-Anatomy, physiology, biochemistry. Meetings will be held in collage block. All departments are requested to submit the minutes and reports of the meeting in the Dean office.

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**MINUTES OF THE MEETING**

Meeting Title: Parent Teacher's meeting

Date of meeting : 29/07/2023

Meeting Venue : Lecture Hall at Medical College

Attendees : Dean, HODs of respective Departments, students and Parents

Meeting Agenda :

1. Orientation of the parents to students' progress and performance
2. Feedback from the parents
3. Any other issues

Key meeting outcomes:

1. The parents were provided with the consolidated IA marks and the attendance percentage of the students. There was one to one interaction between the parent, teachers and the students. There was discussion on students' strengths and areas for improvement .
2. Sensitization on remedial measures were done. Parents were requested to extend their support to the remedial measures offered for the students .
3. Feedback from parents was obtained to promote the progress of the Institution.

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