

MINUTES OF MEETING

Parent-Teacher Meet

Date	Thursday, 13th August 2026
Time	11:00 AM onwards
Venue	Y-Building, Civil Engineering Department
Organized By	Civil Engineering Department
Coordinator	Dr. Amit Kumar Jha Contact: 9049381383

1. Opening Remarks

The meeting commenced at 11:00 AM with a welcome address by Dr. Amit Kumar Jha, who introduced the purpose of the Parent-Teacher Meet to strengthen coordination among parents, faculty, and students towards academic excellence. He outlined the agenda for the session and invited class coordinators and mentors to join the discussion.

2. Academic Performance & Attendance Review

Class coordinators presented an overview of student academic performance and attendance records for the current term.

Discussion Points	Responsible
Overall class-wise attendance and academic performance trends were presented to parents.	Class Coordinators
Individual student performance reports and attendance shortfalls were discussed with respective parents.	Class Coordinators
Parents were briefed on internal assessment patterns, grading, and improvement measures.	Faculty

3. Interaction with Class Coordinators / Mentors

A one-on-one interaction session was held between parents and the respective class coordinators/mentors to discuss individual student progress, behavioural observations, and areas needing attention.

- Mentors shared feedback on student discipline, participation, and extracurricular involvement.
- Parents raised individual queries regarding their ward's academic and personal development.

4. Discussion on Internships, Projects & Placements

The Training & Placement coordination team briefed parents and students on career-readiness initiatives.

Discussion Points	Responsible
Status of academic/mini/major projects being undertaken by students.	Project Guides
Placement statistics, eligibility criteria, and preparation support (aptitude, mock interviews, resume building).	T&P Cell

5. Feedback & Suggestions from Parents

Parents were invited to share feedback and suggestions on academics, infrastructure, communication, and overall department functioning. Key inputs received:

- Request for more frequent (e.g., monthly) academic progress updates rather than only at term-end
- Request for additional remedial/doubt-clearing classes for academically weaker students
- Suggestion to organize more industry visits and guest lectures to strengthen placement readiness

The department acknowledged the feedback and assured parents that actionable suggestions would be reviewed by the departmental committee.

6. Action Items & Responsibilities

S.No.	Action Item	Responsible
1	Circulate individual attendance & academic performance reports to parents	Class Coordinators
2	Share list of students requiring academic counselling / remedial support	Mentors
3	Compile internship & placement guidance material for final/pre-final year students	T&P Cell Coordinator

7. Closing Remarks

Dr. Amit Kumar Jha thanked parents, faculty, and students for their active participation and reaffirmed the department's commitment to maintaining open communication for the academic growth of every student.

Faculties present during the meet

Dr. Swati A Patil, Head Civil Engg Dept

Dr. S Sudhakar, IQAC Coordinator

Dr. Amit Kumar Jha, Academic Coordinator

Dr. Nitin Bharadiya, Class Coordinator

Mr. Rohan Kumar Choudhary, Class Coordinator

Mr. Pratik Verma, Class Coordinator



SANDIP UNIVERSITY **NAAC**
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School of Engineering & Technology
Department of Civil Engineering

Organizing

PARENT-TEACHER MEET

"Connecting Parents, Faculty &
Students for Academic Excellence"

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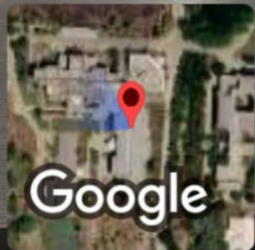
AGENDA HIGHLIGHTS

- Academic Performance & Attendance Review
- Curriculum changes as per NEP 2020 and OBE
- Interaction with Class Coordinators/Mentors
- Discussion on Internships, Capstone Projects & Placements
- Campus Facilities & Lab Tour
- Open Q&A Session with Faculty
- Feedback & Suggestions from Parents



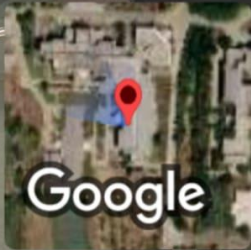
Contact Us

Dr. Amit Kumar Jha
9049381383



GPS Map Camera

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Lat 19.962635° Long 73.665769°
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