



BHARATI VIDYAPEETH'S COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi & Affiliated to Guru Gobind Singh Indraprastha University, Delhi)

(An ISO 9001:2008 Certified Institution)

A-4, Paschim Vihar, Main Rohtak Road, New Delhi – 110 063

Ref. No.: **BVCOE/ND/AOM/SN/049/2021-2022**

Date: 29/11/2021

NOTICE

This is to inform all that an online Parents Teacher Meeting for second, third and final year students will be held on 4th December 2021 from 9.00 am till 12.00 noon. All HODs are advised to kindly make the arrangements as per the following (attached) guidelines.

Kirti Gupta
29/11/21

Prof. Kirti Gupta
Dean (Academics)

Dharmender Saini

Prof. Dharmender Saini
Principal

Copy to:

1. Regional Director, Bharati Vidyapeeth Regional Office, New Delhi
2. Incharge second shift
3. All HODs (CSE/ ECE/ IT/ EEE/ ICE/ App. Science) (For information of students , notice board)
4. Dean (R&D, Student welfare), T&P
5. Administrative Office, Security Incharge, Website Incharge

Guidelines for the Online PTM conduction

(4 Dec 2021)

1. All class advisors to communicate the information about the online PTM conduction on 4 Dec 2021.
2. The class advisors to generate the meeting link and communicate the link, timings on their class official groups (slot wise).
3. The class advisors to prepare the parent's feedback form (as per ISO) as a online form. The link to be shared with parents through the chat window during the meeting only.
4. The class wise as well as department wise feedback to be compiled after the meeting.
5. The class advisors must have the attendance records, mid-term marks and mentorship form of their students before the PTM. The parents to be informed about the same. The advisors are requested essentially talk to the parents of those students with less attendance and marks.