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### Notice

**Subject: Organisation of Parental Orientation Programme and Parent-Teacher Meetings**

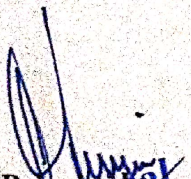
It is hereby notified that the Mentor-Mentee Committee, in collaboration with the Heads of Departments, shall organise Parental Orientation Programmes and Parent-Teacher Meetings (PTMs) towards the end of each semester.

The programme shall aim to strengthen communication and coordination among the students, parents/guardians, mentors and teachers, and to apprise parents/guardians about the academic progress, attendance, overall performance and other relevant aspects of their wards.

The concerned Mentors and Heads of Departments shall ensure the following:

1. Parents/guardians are duly informed about the programme and invited to attend the meetings.
2. The academic progress, attendance and overall performance of students are discussed with their parents/guardians.
3. Appropriate feedback and suggestions from parents/guardians are recorded and considered for further improvement.
4. All relevant documents, attendance sheets, proceedings, feedback forms and Mentor-Mentee/PTM registers are properly maintained by the concerned departments/mentors.
5. A consolidated record of the activities conducted under the programme is maintained for institutional documentation and future reference.

All concerned are directed to ensure the effective implementation of the above directions.

  
Principal  
GDC Shopian