



**OFFICE OF THE PRINCIPAL
PATTAMUNDAI COLLEGE, PATTAMUNDAI**

No. 1064 dt. 24/09/2024 /

NOTIFICATION ON PARENT TEACHER MEET

It is for information of all concerned that each department has to conduct at least one **parent teacher** meet in the session **2024-25** as per the following guidelines.

This is treated as most urgent.

Guidelines

1. There should be prior notice at least before four days of the event.
2. The Agenda should be prepared.
3. There should be at least 15 parents present in the meeting.
4. Resolutions adopted to be attached to the report
5. Report should be submitted within seven days of the meet. (Cover Page, Notice, Agenda, Brief Report, Resolution, Attendance, photograph- 6 no's)
6. Each department will be given Rs 1500/- for the purpose.


24/9/24

**Principal
Pattamundai College**

Copy to: Guard File, Office, Accounts Section, Website and IQAC.