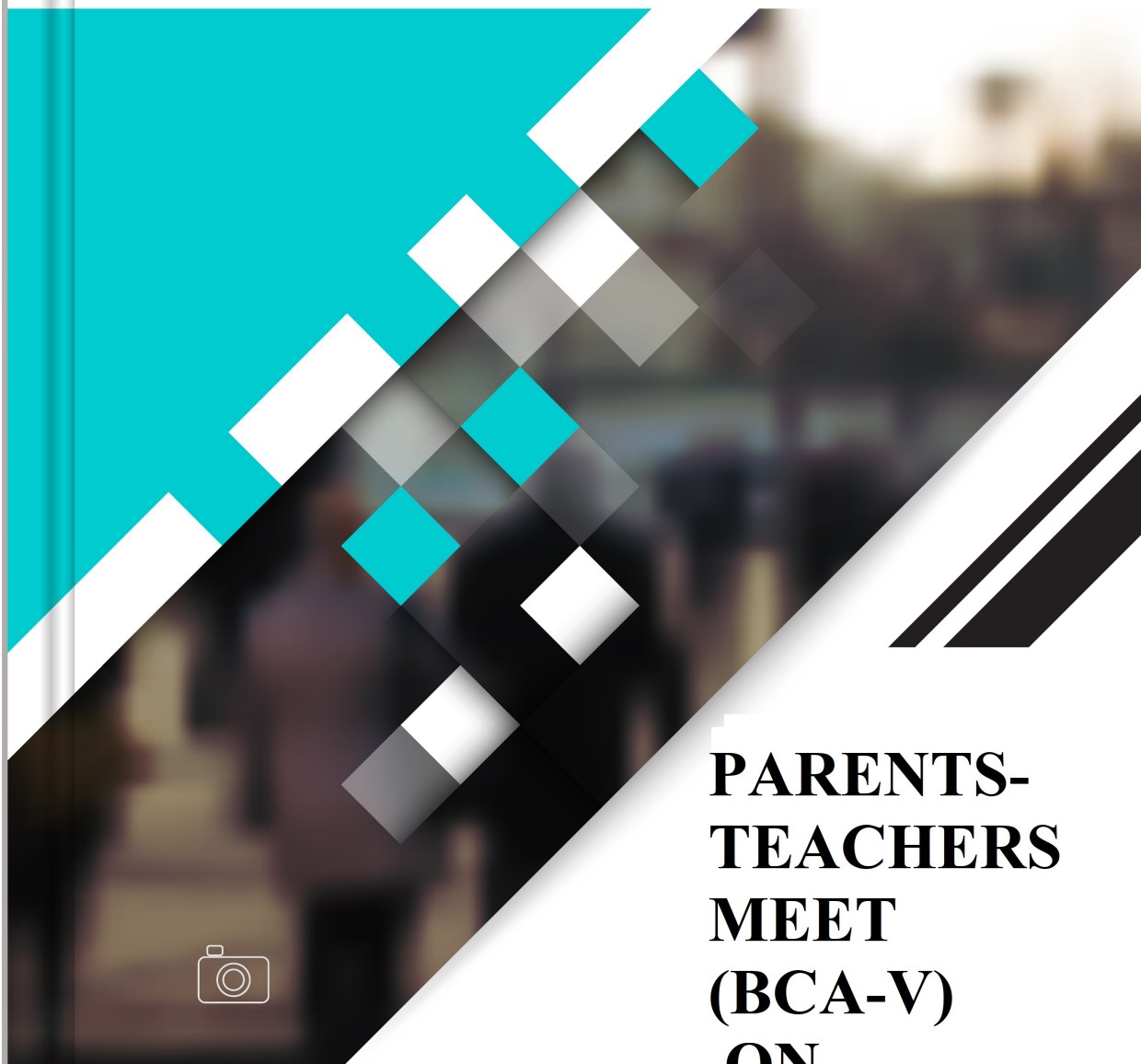


2019

**School of Computer Science and Information Technology
Devi Ahilya Vishwavidyalaya**



**PARENTS-
TEACHERS
MEET
(BCA-V)
ON
12-10-2019**

School of Computer Science and Information Technology
Devi Ahilya Vishwavidyalaya, Khandwa Road, Indore-452001
BCA-V
PARENTS-TEACHERS MEET ON 12-10-2019
(ACTIVITY CHART)

1. Teachers' meetings/ allocation of responsibilities: **Dr. S. Tanwani**
2. Dispatch/Whatsapp of the Invitation: **Mr Hitesh Ninama** (Class Coordinator)
3. Receipt of acknowledgements (No of participants): **Mr Hitesh Ninama** (Class Coordinator)
4. Design of feedback forms: **Mr Hitesh Ninama** (Class Coordinator)
5. Registration and felicitation of parents and issue of feedback forms: **Dr. Preeti Saxena**, Dr. Shraddha Masih, Mrs Chaitali Uikey, Ms Tarjani Sevak.
6. Tea-snakes and food court arrangements: **Mr Hitesh Ninama** (Class Coordinator)
7. Display of department progress Reports, collection of feedback form and making PTM(BCA-V)-2019 report: **Mr Hitesh Ninama** (Class Coordinator)
8. Compeering program : **Mr Hitesh Ninama** (Class Coordinator)
9. Arrangement of bouquet, garland etc, lamp etc.: **Mr Hitesh Ninama** (Class Coordinator)



DEVI AHILYA VISHWAVIDYALAYA, INDORE School of Computer Science & I.T.

Takshashila Campus, Khandwa Road, Indore (M.P.) 452001 INDIA
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Accredited Grade 'A' by NAAC

No. DAVV/SCS/

20 - 20

DATE : 9/10/2019

From,
The Head,
School of Computer Science & IT
Devi Ahilya Vishwavidyalaya
Indore (M.P.) - 452001, India

Dear Parents/Guardians,

PARENT- TEACHER MEETING IS SCHEDULED IN THE DEPARTMENT.

DATE: 12TH OCTOBER 2019

TIME: 10:00 AM

VENUE: FACULTY MEETING HALL (FMH), SCS&IT, DAVV, INDORE

We cordially invite you to attend the Parent-Teacher meeting. Agenda of meeting is tentatively fixed on the academic, higher studies, behavioral, and social well-being of your ward and to clarify any related queries or concerns about his / her grades. We look forward to see you in the meeting. Meeting will start sharp 10:00 AM last for forty five minutes – one hour followed by refreshments.

Please sign and return the lower part of this letter as soon as possible.


Coordinator (BCA-V)

Mr. Hitesh Ninama (9826841525)

Yours sincerely,



HEAD

Devi Ahilya Vishwavidyalaya, Indore
School of Computer Science & IT

Please check one,

1) ☐ I will be able to attend as scheduled. 2) ☐ I will NOT be able to attend as scheduled.

Name of student: _____ Name of Father: _____

Mobile No. _____ Parent's Signature: _____

Our Academic Programs : Ph. D., M.Tech. (CS), MCA, M.Sc.(CS), M.Sc.(IT), M.B.A.(CM), B.C.A.

School of Computer Science and Information Technology
Devi Ahilya Vishwavidyalaya, Khandwa Road, Indore-452001

NOTICE
(ALL THE STUDENTS OF BCA-V)

Our department is organizing Parents' Teacher Meet (BCA-V) on 12th OCT., 2019. Parents of all the students of BCA-V in the department have been invited to join the meet. Schedule of the meeting is as follows:

Date: 12th Oct, 2019.

Meeting Time: 10:00AM

High Tea: 12:30 AM

Venue: Faculty Meeting Hall (FMH), SCSIT, Takshikla Campus, Khandwa
Road, Indore

Invitation letters have been dispatched/ Whatsapp to all the parents. The students are advised to confirm the receipt of invitation letters with their parents. In case the invitation letters are not received latest by **11 Oct., 2019**, the students may collect the same from their class teachers.

Dr. S. Tanwani
(Head)

School of Computer Science and Information Technology, DAVV, Indore
Parents-Teacher's Meeting (PTM (BCA-V) -2019) dated 12-10-2019

Agenda for panel discussion in PTM

- Expectations from the School
- Expectation from parents
- Teaching /Learning experience
- Course curriculum & infrastructure
- Development of professionalism
- Additional efforts for weak students
- Attendance requirements
- Personnel problem of students
- Industry exposure
- Change observed in your ward in SCS&IT

1. Introduction

Parents and teachers share a common treasure—the student. It is as if they are partners in joint ownership of a valuable corporation. The child they share represents the corporation. If they are to nurture this corporation and ensure its success, they must be intentional about establishing good communication. To develop the communication that will allow parents and teachers to make plans, set goals, solve problems, and establish the relationship that they need in order to have a good partnership, a Parent-Teacher Meeting is required. It is extremely important to have good working relationships between parents and teachers. A parent is really the ward's first teacher and critical to student success is the involvement of the parent. It is critical that both parent and teacher know that the goals for the wards are indeed shared goals, both teacher and parent want what is best for their ward.

A parent teacher conference helps to communicate to parents the areas their children are excelling in and to give them specific ideas of how to improve upon their child's performance. Parent-Teacher meeting should be used as a platform to make a lasting bond with the parent to increase the likelihood of academic success for their child. Keeping this goal in mind, a Parent-Teacher Meeting was organized in the School of Computer Science on 12th Oct, 2019. To organize the meeting joint efforts were made by all the faculty members of School of Computer Science. Two meetings of teachers were organized. All the faculty members were allotted different responsibilities.

A feedback form was designed in order to take feedback of parents on the teaching-learning process in SCS&IT.

2. Importance of Parent Teacher communication

If wards are experiencing problems at school, it is important for parents and teachers to share the responsibility for creating a working relationship that fosters ward's learning and development. Teachers can encourage open communication by letting parents know when they are available and how they may be contacted, inviting parents to participate in classroom activities, and eliciting parents' concerns and interests prior to a scheduled conference. Parents can introduce themselves early in the school year, letting the teacher know when and how they can be reached and asking how they can begin to become involved in classroom and school activities.

Open and frequent communication between parents and teachers helps to ensure that the issues raised in parent-teacher conferences do not catch anyone by surprise. Both parents and teachers benefit from being well prepared in advance of the meeting so that the meeting is less emotionally charged and takes place in a trusting atmosphere. Assuring parents of confidentiality also helps maintain trust. It may be helpful for both teachers and parents to keep in mind that for many parents, it is a fundamental part of the parenting role to be their ward's strongest advocate.

Conferences between parents and teachers may become a prime situation for cross-cultural communication or miscommunication. For example, if a teacher says that a ward is outstanding in a subject, some Latino parents may interpret this comment to mean standing out—a characteristic considered undesirable by parents from a culture with a more collectivist viewpoint. Asking for clarification of terms and more specific information may help to improve understanding between parents and teachers. Some schools conduct student-led conferences to provide wards with an opportunity to critically examine their work with their parents. However, for students experiencing difficulties, parents may wish to request a conference alone with the teacher.

3. Inaugural Ceremony

Faces gleaming with the hope that their ward's future is bright in School of Computer Science. Parents of students of School of Computer Science sat eagerly waiting for the start of PTM(BCA-V) of the year 2019. Before attending the meeting the parents had to register themselves and fill a Meeting Feedback form. The silence was finally broken by the faculty with the welcome of parents followed by the schedule of the program to be held on the day. The hall was then glittering with the carmine light of lamp, lighted by **Dr. S. Tanwani** (Professor & HOD, SCSIT), **Dr. Shraddha Masih** (Reader, SCSIT), **Dr. Preeti Saxena** (Reader, SCSIT), **Mr. Hitesh Ninama**(Sr. Lecturer and Class Coordinator, SCSIT), **Dr. Nitin Uikey** (Sr. Lecturer, SCSIT), **Mrs Chaitali Uikey**(Sr. Lecturer, SCSIT), and **Ms Tarjani Sevak**(Lecturer, SCSIT).

4. Elaboration of objectives of Parents-Teachers' Meeting by Dr. S. Tanwani

Dr. Tanwani explained the objectives of PTM. He said that the meeting was to have a direct communication with parents in concern of the ward's bright future and for his multiple personality development. He added that the department wants to take the feedback from parents on the teaching-learning process in School of Computer Science and improve accordingly. He also added that in the coming years the students would be prepared to compete at national and international levels.

He proposed three ways to improve teaching-learning:

1. Interaction with parents and taking feedback from them.
2. Interaction with industry and taking feedback from them.
3. Self-Assessment of teaching-learning.

For better interaction of faculty and students the department is planning open house for direct communication between students and teachers. Teachers' feedback system has been implemented in SCS&IT. This is one of the best practices and is implemented to improve Teaching-Learning process in the department.

Student kits (which include hour-wise course-plan, scheduling of assessment tasks and list of assignments), detailed course-plan of all the subjects being offered, best project reports of students, and assessment files of faculty members were shown to parents. Parents also visited labs. Dr. Tanwani assured that SCS&IT will always stand rock-solid for the betterment of the students.

Dr. Shraddha Masih/Dr. Preeti Saxena proposed ten points to be discussed in the panel discussion. They are:

1. Expectations from the school.
2. Expectations from parents.

3. Teaching/Learning experience.
4. Course curriculum & infrastructure
5. Development of professionalism.
6. Additional efforts for weak students.
7. Personal problems of students.
8. Industry Exposure.
9. Change observed in your ward in School of Computer Science
10. Students' life at home/hostel.

6. Introduction of Faculty members by Dr. S. Tanwani

Dr. S. Tanwani introduced all the faculty members, mentors and members academia of SCS&IT to the parents.

7. Panel Discussion

In the Panel Discussion a few senior teachers accompanied a few parents to communicate the positive points and the flaws of the institute. The session began with the introduction of the parents and their tentative statements about the institute. Some parents suggested that the students should be helped in their communication skills. They also added that there should be extra Personality Development Classes which would help in improving their confidence and Personality. One of the parents said that her daughter now a days has become very busy working on the computer and studying the whole day. One of the major suggestions of parents was that each student should be given chance at least once in 30 days to give a presentation for about 15 minutes. This would boost up the confidence level of the students. Our senior teachers suggested that the students should read English newspapers and watch English News Channels in order to improve their language and oratory skills.

Some parents suggested that the institute should get the students prepared right from the first year. They also added that the students should be prepared for their placements in Multi National Companies. All the parents appreciated the Schools environment of education as free of thoughts and disciplined in every form.

8. Feedback from Parents

The main objective of organizing Parents-Teacher Meeting was the interaction of parents with faculty members of School of Computer Science, familiarize them with the best practices followed at School of Computer Science and take their feedback on education and facilities available at School of Computer Science. Parents of twenty students attended the meeting. They were given a feedback form to fill. The main objective of organizing Parents-Teacher Meeting was the interaction of parents with faculty members of School of Computer Science & I.T., familiarize them with the best practices followed at **SCS&IT** and take their feedback on education and facilities available at School of Computer Science. Parents of twenty students attended the meeting. They were given a feedback form to fill.

Twenty feedback forms were received from parents. Following points are drawn after analysis of feedback forms:

- 100% of Parents or Guardians suggest organising PTM in every year.
- 70% of Parents or Guardians want to receive progress report of our ward by Post/Mail/ Whatsapp.
- 40% of parents feel their ward's progress satisfactory after admission to SCS&IT Whereas 55% believe progress is **excellent**
- 60% of parents feel teaching standard in the school is **excellent** Where as 55% was satisfied with teaching standard.
- **45%** of parents feel facilities available in the school are **excellent**. Where as 50% feel, it is **satisfactory**.
- 42% of parents feel personal attention of faculties & interaction with their ward is **excellent** whereas 45% feel, it is **satisfactory**.
- 45% of parents feel Technical knowledge & communication skills of their ward after admission to **SCS&IT is excellent** whereas 40% of them are **satisfied**
- 70 % of parents had known about mark obtained by their ward in last test.
- 70 % of parents had known next text/Exam dates
- *60% of parents visit at least one time to school to meet faculty to take feedback of their ward.*
- *72 % of parents were interested to know the name of teachers of their ward whereas 28% of them didn't know.*
- *57 % of parents were interested to know the name of books required & subjects being taught in the semester.*
- *57 % of parents take regular progress in studies of ward.*
- Most of parents had given suggestion to improve communication skills and personality development by organizing extra classes in future and
- Most of the parents hope that the entire teacher must guide their ward time to time and requested for better placement
- *77 % of parents spend time (15-30 minutes/day) daily with their ward, discussing his /her daily studies in the school.*
- *35 % of parents visited website of the School (www.scs.dauniv.ac.in).*

- 52 % of parents read the syllabus /student kit, booklet given by the school
- 75 % of parents spend 2-4 hour time to their ward in studies at home.
- 65 % of parents have personal computer and Internet connection in home.

Following some other points were included in the feedback form:

1. Parents' views on organizing PTM
2. Their willingness in having progress report of their ward
3. Parents' views about progress of their ward after admission to SCS&IT
4. Parents' views regarding teaching standard in School of Computer Science
5. Parents' views on facilities available at School of Computer Science
6. Parents' views on the progress of technical and communication skills of their ward after admission to SCS&IT.
7. Reasons to select School of Computer Science
8. Their suggestions for further improvement in SCS&IT
9. Their views about weakness in their ward and suggestions on how to help their ward in improving.

Reasons to Choose School of Computer Science

- Best institute for technical education in M.P.
- Better job placement.
- Excellent mission & vision of School of Computer Science.
- International quality level education at School of Computer Science
- One of the premier institutes of the country.
- For better future prospect.
- Better teaching-learning environment and excellent facilities
- Teaching standard is good
- Discipline in the institute
- All round development of ward
- Emphasis is on practical knowledge
- Well equipped labs and dedicated, qualified and best faculty members
- Long standing reputation

Special comment: "We have full confidence in SCS&IT so we leave it up to SCS&IT"

Weaknesses in the ward, as observed by parents

- Lack of technical knowledge
- Lack of concentration
- Hesitation in talking to teachers
- Lack of confidence
- Stage fear

- Weak communication skill
- Lack of practical knowledge
- Shy in nature
- Lack of general knowledge

9. Vote of Thanks

Dr. S.Tanwani concluded by saying that the students should be more committed towards studies and Personality Development. He told that the students here are equally talented as those in IIT but the only difference is that of the commitment towards education. If the students here are more committed towards education then they can rise up even higher as an old proverb says "Sky is not the Limit". He also told that we will not only try to get the same commitment from the students but we will get it from them.

The program concluded by a High Tea sponsored by the Institute.





