ABC COLLEGE OF ENGINEERING

XYZ TOWN, DDD , KERALA

NOTICE

Subject: Important: Upcoming Parent-Teacher Meeting

Dear Parents,

We invite you to attend the upcoming Parent-Teacher Meeting (PTM) to discuss your child's academic progress and overall development.

Date: 24-11-2024 Saturday

Time: 10:00 AM to 12:30 PM

Venue: College Auditorium

Meeting Agenda:

- Welcome and Introduction
- Academic Performance Review
- Behavioral Observations and Social Skills
- Parent-Teacher Discussions
- Q&A Session
- Future Plans and Expectations

Your active participation is crucial. We look forward to seeing you there.

Sincerely,

Principal ,

 ABC College of Engineering.

Date: 10-11-2024