



Pimpri Chinchwad Education Trust's
Pimpri Chinchwad College of Engineering



Notice- Parents Meet

Department: Mechanical

Academic Year: 2022-2023

Semester: I

Date: 03/10/2022

Mechanical Engineering Department of PCCoE, Pune is organizing **Parent Meet (on campus)** for Academic Year 2022-23, Sem.-I on **08/10/2022 (Saturday)** at **10 AM** in the **Mechanical building, Fifth floor, Seminar hall for SY, TY and BE.**

Following work should be ensured by the respective portfolio in-charge.

1. All academic coordinators and class teachers should update all necessary records and documents such as attendance, unit test records, university results etc.
2. All the respective subject teachers, class teachers along with academic coordinator shall remain present for the same.
3. All PTG members can contact respective parents via SMS or Phone call for invitation to Parents Meet.

Agenda:

- To convey academic/co curricular progress of students to parents
- To convey autonomous work culture/initiatives and various courses offered under autonomy

For smooth conduction of Parent Meet, following staff member is given responsibilities as:

S.N.	Organization	Responsibility	Schedule
1	SY, TY and BE Parents Meet (A/B/C)	Respective Academic Coordinator, Class Teachers, All faculties and HoD	Date : 08/10/2022 (Saturday) Venue: Seminar Hall, Fifth Floor, Mechanical Department, PCCoE Time: 10.00 AM to 12.00 Noon
2	Mr. K. T. Mhaske	Registration Desk	
3	Mr. J. D. Ganeshkar	SMS through ERP	
4	Mr. Nilesh Gaikwad (In-Charge)	Feedback form preparation and Compilation	

Note: All Faculties are requested to attend Parents Meet

Mr. Nilesh Gaikwad

Parents Meet In-Charge

Dr. P. A. Deshmukh

HoD Mechanical, PCCoE, Pune