

Electrical Engineering Department

No. CDLSIET/EE/2025/ 212

Dated: 19/3/25

COMMITTEES FOR PARENT-TEACHER MEETING

Subject: Regarding constitution of various committees of staff for conduct of Parent-Teacher Meeting of Electrical Engineering department.

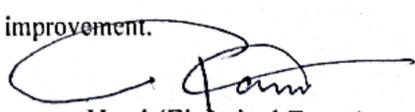
This is in reference to the Meeting held on dated 06.03.2025 under the Chairmanship of the Director-Principal of the Institute regarding discussion about the various issues related to Industrial Visit, PTM, Alumni Meet and other issues. The minutes of the meeting was circulated vide letter Endst. No. CDLSIET/2025/1309-1315 dated 07.03.2025.

In this concern, it is hereby informed to all staff and faculty members of Electrical Engineering department that as desired by the Competent Authority, **Parent-Teacher Meeting (PTM) will be held on at dated 25.03.2025 10:00AM in the Electrical Engineering department of the Institute.** For smooth conduct of the above said meeting with the parents, the following committees are hereby constituted as per the details given below:-

Sr. No.	Name of Committee Members	Class & Year	Venue of PTM
1.	Ms. Ruby Sathiala, AP, Electrical Engg. Dr. Anu, AP, Chemistry	B. Tech. EE, 1 st Year	Lab Room no. 114
2.	Sh. Puneet Chawla, Associate Professor, Electrical Engg.	B. Tech. EE, 2 nd Year	Lab Room no. 201
3.	Ms. Sita Devi, AP, Electrical Engg. Sh. Sanjay, AP, Electrical Engg.	B. Tech. EE, 3 rd Year	Lab Room no. 202
4.	Sh. Raman Kamboj, AP, Electrical Engg.	B. Tech. EE, 4 th Year	Office Room no. 216

All the above committee members are requested to conduct the meeting with the student's attendance record, minor test marks, University examination results or any other important information to discuss with their parents. Various issues related to improvement in Teaching-Learning process of study, Hands-On practices on the lab equipment/kits, discussion about status of results of respective ward, placement opportunities, infrastructure development, Co-Curricular activities to be held at Institute as well as department level, Entrepreneurship qualities, Human values etc. of the students will be discussed.

All committee members will prepare and submit the report of PTM which include parents feedback, Geo-tagged photographs, any suggestion for improvement.


Head (Electrical Engg.)
CDL State Institute of Engg. & Tech.
Panniwala Mota (Sirsa) of
CDL State Institute of
Engg. & Tech
Panniwala Mota (Sirsa)

CC:

1. PA to Director-Principal-for kind information of Director-Principal
2. Deputy Registrar (Academics)
3. All Faculty members of EE department
4. All Notice Boards (Institute/Boys Hostel/ Girls Hostel)
5. Programmer with a request to upload on the college website.