

PARENTS TEACHER MEETING

Date: 11/01/2017

Semester: 8th and 6th

To
The Dean – Engineering,
MEFGI, Rajkot

Subject: Report on Parents meeting

Respected Sir,

It is kindly brought to your notice that a Parent's Teacher Meeting (PTM) was organized in ECE Department. Please find below the detailed report on the activity conducted.

Date : 11th Jan, 2017
Time : 01:00 AM to 03:00 PM
Venue : MA105
Semester : 6th and 8th

Total Number of Students : **14**
Total Number of Parents : **20**

Coordinated By

1. Dr. Rajendrakumar Patel (HOD EC) (Speaker)
2. Prof. Vishal Sorathiya (CC semester-6th FOE-FOT)
3. Prof Hardik Dhamecha (CC semester-8th FOE)
4. Prof. Sunil Lavadiya (CC semester-8th FOT)

Agenda of the PTM:

- To discuss various career paths after completion of BE. How to prepare for that right now?
- The teaching-learning process at MEFGI.
- To discuss activities of E-Cell.
- To aware parents about various extra-curricular activities
 - Aero Modeling club, Robotics Club, PCB design club.
 - Placement oriented value aided course.
- To share various placement initiatives by MEFGI.
 - AMCAT, Co-Cube.
 - CRP classes, corner workshops, English day, SIG.
- To update the parents about attendance and progress of the students.

- To solve the query of parents if any.

Minutes of the Meeting:

All the points mentioned in agenda have been elaborated and discussed to parents as given below by HOD – EC:

1. Carrier Path

- Higher Studies – initiatives for GATE
- Entrepreneurship – E-cell activities to promote entrepreneurship and startup has been discussed in detail
- Placements

2. Placement Requirement

- The importance of Degree with good grades, Technical Skills and Soft Skills to achieve appreciable placement has been explained with suitable examples.

3. Skill Based Learning

- Requirement of skill based learning with example of current job skill requirement.
- Various crash course offered by Electronics and Communication Department.
- Achievements in crash course.

4. Various Club activities

- Embedded Platform Learning and Robotics Club
 - Inauguration Function Organized by EC Department.
 - Robotic Club Budget Allocation from 5 Lakh to 1 Crore.
 - Module Based training of robotics.
 - Advance Robot available in department.
 - Student participation in this club.
 - Various module conducted by EPR&L Club.
- Aero-Modelling Club and its Achievements.

5. Soft skills improvement and efforts put by the MEFGL.

- Carrier Readiness Program
- Corner Workshop
- English Day
- Special Interest Group

6. Placement Activities

- Current Scenario of placements
- Companies visited
- Job opportunity available by training institute like CoCubes, AMCAT and FACE Academy.
- Challenges faced by department for placement.

7. Questions and doubts raised by parents and students have been addressed by the coordinators.

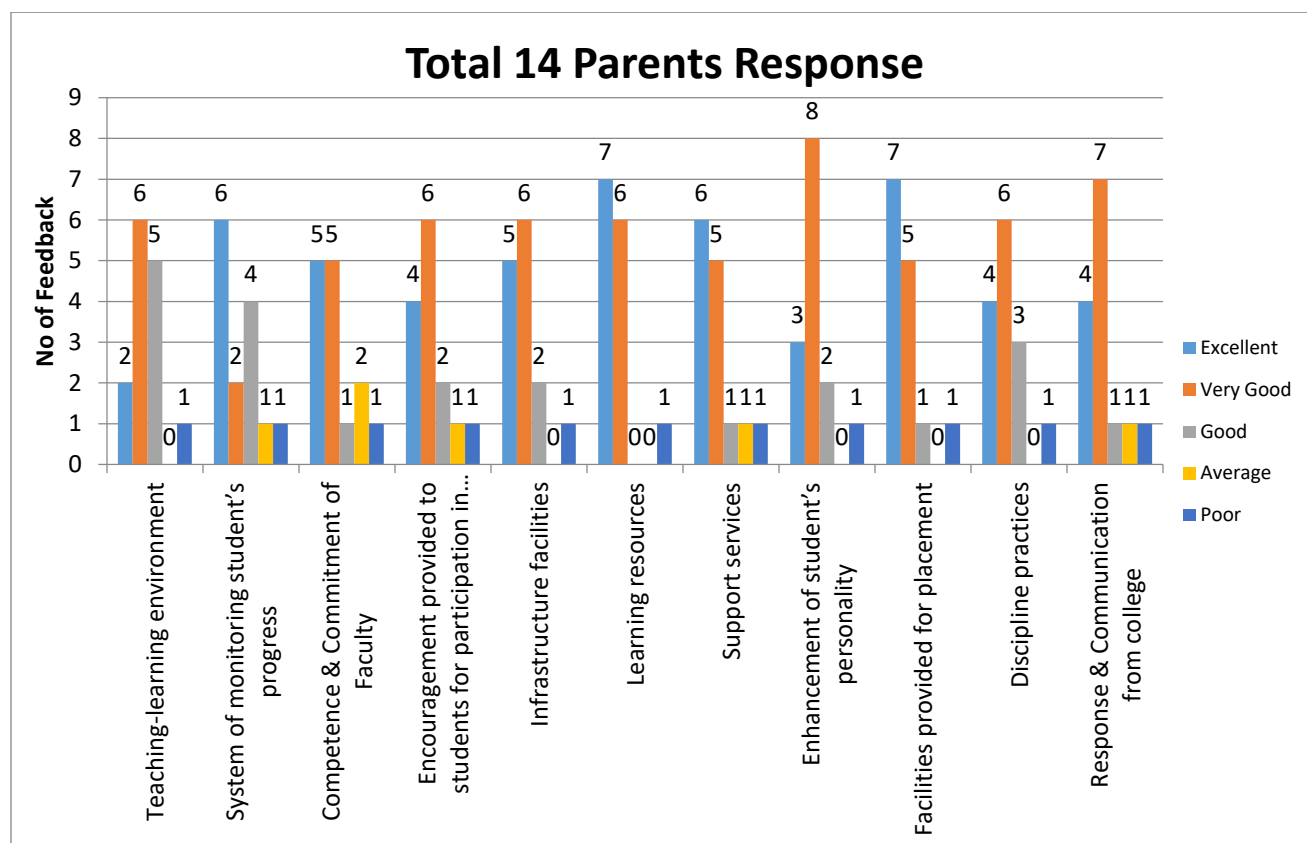
8. One to one interaction with parents: After the successful completion of parents teacher meeting we have done one to one interaction with the parents and discussed below mentioned points,

- Attendance status of students

- Steps to improve results of students in future
- More working hours need to be spent by students and preparation strategies.
- Parents of students of semester 6 (Athira nair, Bhavin Viradiya, Kishan Alodaria, Mayur dave, Harsh Gorwadiya) have taken the benefit of this one to one discussion very effectively.

Parents' feedback on various activities done by department/institute:

OPTIONS	Total 21 Parents Response				
	Excellent	Very Good	Good	Average	Poor
Teaching-learning environment	2	6	5	0	1
System of monitoring student's progress	6	2	4	1	1
Competence & Commitment of Faculty	5	5	1	2	1
Encouragement provided to students for participation in technical and nontech events	4	6	2	1	1
Infrastructure facilities	5	6	2	0	1
Learning resources	7	6	0	0	1
Support services	6	5	1	1	1
Enhancement of student's personality	3	8	2	0	1
Facilities provided for placement	7	5	1	0	1
Discipline practices	4	6	3	0	1
Response & Communication from college	4	7	1	1	1



Observations of the feedback:

1. About 85% of parent's are satisfied and graded the facilities and support provided by department and Institute as Excellent/Very-good.
2. Parents were glad knowing the efforts put by faculties for improving the performance of their child.
3. Parent's suggested to have such meeting regularly in every semester.
4. After consulting the parents, we came to know that there is a vast information gap present between parents and their child regarding department efforts in various placements as well as other activities for the students.

I would like to convey my gratitude to the Dean of Engineering for his support in carrying out this meeting.

Yours faithfully
Dr.Rajendrakumar Patel
Prof. Vishal Sorathiya
Prof. Sunil Lavadiya
Prof. Hardik Dhamecha
EC Dept.
MEFGI