



# TAGORE COLLEGE OF PHARMACY

(Affiliated to The Tamil Nadu Dr. MGR Medical University, Chennai, Tamil Nadu)  
(Approved by Govt. of Tamil Nadu, Pharmacy Council of India - New Delhi)  
Vandalur - Kelambakkam Road, Rathinamangalam, Chennai - 600 127.

E-Mail : tagorecop19@gmail.com

044 22299444

28/07/2026

## CIRCULAR

All the Students and Parents, are here by informed that a Parent-Teacher Meeting (PTM) has been scheduled to discuss the academic performance, attendance, discipline, and overall progress of students.

**Date: Saturday, 01 August 2026**

**Time: 10.00 a.m. to 1.00 p.m.**

**Venue: Examination Hall, Tagore College of Pharmacy**

The presence of both the student and at least one parent/guardian is mandatory. This meeting provides an opportunity for parents to interact with faculty members, review their ward's academic progress, and discuss measures for further improvement.

Parents are kindly requested to utilize this opportunity to interact with the faculty and extend their support in enhancing the student's academic performance, attendance, discipline, and professional development.



R. S. S. S.  
28/07/2026.  
**PRINCIPAL**

PP  
Tagore College of Pharmacy  
Rathinamangalam, Chennai-600 127.



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## **PARENT-TEACHER ASSOCIATION (PTA) MEETING**

### **AGENDA**

**Date:** 01.08.2026/SATURDAY

**Time:** 10.00 AM to 1.00 PM

**Venue:** Examination Hall No. 01

### **Members Present**

- Principal
- Heads of Departments (HODs)
- Faculty Members
- Parents
- Students

### **Agenda of the Meeting**

#### **1. Welcome Address and Introduction**

- Welcome of parents, students and faculty members.
- Brief introduction regarding the purpose and objectives of the Parent-Teacher Association meeting.

#### **2. Discussion on Academic Performance**

- Review of individual students' academic progress.
- Discussion of performance in theory and practical courses.
- Identification of students requiring additional academic support.
- Measures for improving academic performance.

#### **3. Review of Attendance**

- Discussion regarding students' attendance status.
- Importance of maintaining attendance as per institutional and university requirements.
- Communication of attendance shortage, wherever applicable.

#### **4. Discipline and Student Conduct**

- Discussion regarding punctuality, regularity and discipline.
- Encouraging professional behaviour and active participation in academic activities.

#### **5. Internal Assessment and Examination Performance**

- Review of performance in internal/sessional examinations.

- Discussion of strengths and areas requiring improvement.
- Academic guidance for improving performance in forthcoming examinations.

**6. Mentoring and Academic Support**

- Discussion regarding mentoring and counselling of students.
- Remedial support for slow learners.
- Encouragement and additional opportunities for advanced learners.

**7. Parent-Faculty Interaction**

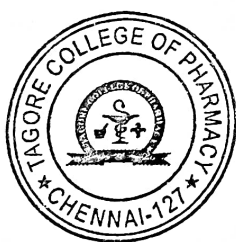
- Individual interaction between parents and concerned faculty members.
- Discussion regarding students' academic progress, attendance and overall development.

**8. Parents' Feedback and Suggestions**

- Collection of feedback from parents regarding academic and student-support activities.
- Recording suggestions for quality improvement.

**9. Action Points and Follow-up**

- Identification of necessary follow-up actions based on discussions and parent feedback.
- Communication of responsibilities to concerned faculty members.



*R. Sub*  
01/08/2026  
**Principal**

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## **PARENT-TEACHER ASSOCIATION (PTA) MEETING**

### **MINUTES OF MEETING**

**Date:** 01.08.2026/Saturday

**Time:** 10.00 AM to 1.00 PM

**Venue:** Examination Hall No. 01

**Members:** Principal, HODs, Faculty Members and Parents

#### **Minutes of the Meeting**

##### **1. Welcome Address and Introduction**

- The meeting commenced sharp at 10.00 AM in the presence of the Principal, parents and faculty members. The Principal welcomed the gathering and explained them on the purpose and objectives of the Parent-Teacher Association meeting.
- Tea and snacks were served to parents and students between 11.00 AM and 11.15 AM.

##### **2. Discussion on Academic Performance**

- The Principal discussed the university examination results with the parents and requested them to encourage their wards to study sincerely in order to secure passing marks.

##### **3. Review of Attendance**

- Parents were reminded of the importance of regular attendance as per institutional and university requirements. Class In-charges advised parents that students need to attend classes more regularly and be attentive.

##### **4. Discipline and Student Conduct**

- Class In-charges shared their opinions with the parents regarding students' study habits and discipline. They informed parents that students should be more attentive and punctual in all classrooms.
- The Principal instructed students to come to college with a proper haircut, proper shoes and a clean shave, maintaining a neat and disciplined appearance.

##### **5. Internal Assessment and Examination Performance**

- The Principal discussed the mark statements of students with their parents for the first sessional examination conducted, highlighting individual performance and areas requiring improvement.

##### **6. Mentoring and Academic Support**

- Parents were encouraged to stay in touch with Class In-charges for guidance and support regarding their wards' academic progress, with remedial support to be extended to students requiring additional help.
- Class Teachers informed parents that some students are very sensitive to small issues in class. The principal advised that such students be mentored to become mentally strong in order to face the future world with confidence.
- As many students expressed interest in higher studies, the principal explained to parents about GPAT, GATE and State Government entrance examinations, as well as NPTEL courses, along with placement and internship opportunities available to students.

#### **7. Parent-Faculty Interaction**

- Class In-charges interacted individually with parents regarding their wards' academic progress, attendance and overall discipline.
- Some parents expressed pride regarding their wards holding positions in the Student Council. The principal explained to them the roles and responsibilities associated with such positions.

#### **8. Parents' Feedback and Suggestions**

- Most of the parents gave positive feedback about the college, the faculty and the safe environment provided to the students.
- Some parents raised concerns regarding bus facilities and requested that regular bus services be provided. The principal clarified that the current disruption was on account of engineering college examinations, due to which the bus route had possibly been changed, and advised concerned parents to submit a written letter to the principal for necessary action.
- Parents enquired about fee payment details. The principal informed them that fees are to be paid every academic year in the month of June.
- Some parents raised complaints regarding power cut issues.

#### **9. Action Points and Follow-up**

- Parents concerned about the bus facility to submit a written letter to the principal.
- Parents to ensure regular monitoring and encouragement of their wards for improved academic performance and attendance.
- Students to be more attentive, regular and disciplined in the classroom, as advised by Class In-charges.
- Class In-charges to continue mentoring and extending academic support to students requiring assistance.
- Parents to note fee payment schedule (every academic year in June).
- Power cut issue raised by parents to be looked into by the administration.
- Interested students to be guided further on GPAT/GATE/State Government entrance exams, NPTEL courses, and placement/internship opportunities.

The meeting concluded smoothly by 1.00 PM.

*R. Sathish*  
01/08/2020

**Principal**

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