NEW HORIZON
COLLEGE OF ENGINEERING
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Department of Electrical and Electronics Engineering
Parent Teacher Meeting (PTM) Report

1. Introduction

The Department of Electrical and Electronics Engineering (EEE), New Horizon College of Engineering, Bengaluru, organized a Parent Teacher Meeting (PTM) on 24 October 2026 from 10:00 AM to 12:00 PM. The meeting was organized to strengthen the relationship between parents and faculty members and to discuss the academic progress, attendance, discipline, career development, and overall well-being of students.

Date of Meeting: - 24 October 2026 (Saturday)
Time: - 10:00 AM – 12:00 PM
Venue: - EEE Department, NHCE
Students Covered: - II, III and IV Year – Sections A and B

The PTM provided a platform for meaningful interaction between parents, class teachers, subject faculty, and departmental representatives. It aimed to ensure that parents were informed about their wards' academic performance and that appropriate measures could be taken to support students requiring additional guidance.
The meeting covered students from the second, third, and fourth years, including Sections A and B, with separate classrooms allotted for each section.

2. Objectives of the Meeting

The primary objectives of the PTM were:

- To review students' academic performance and Continuous Internal Evaluation (CIE) marks.
- To discuss attendance, punctuality, discipline, and classroom participation.
- To communicate subject-wise strengths and areas requiring improvement.
- To identify students who may benefit from remedial classes, mentoring, or counselling.
- To encourage parents to actively monitor their wards' academic progress and study habits.
- To discuss technical skill development, internships, certification courses, placement preparation, and higher education opportunities.
- To strengthen communication between parents, class teachers, mentors, and the department.
- To establish follow-up measures for continuous improvement in students' academic and professional development.

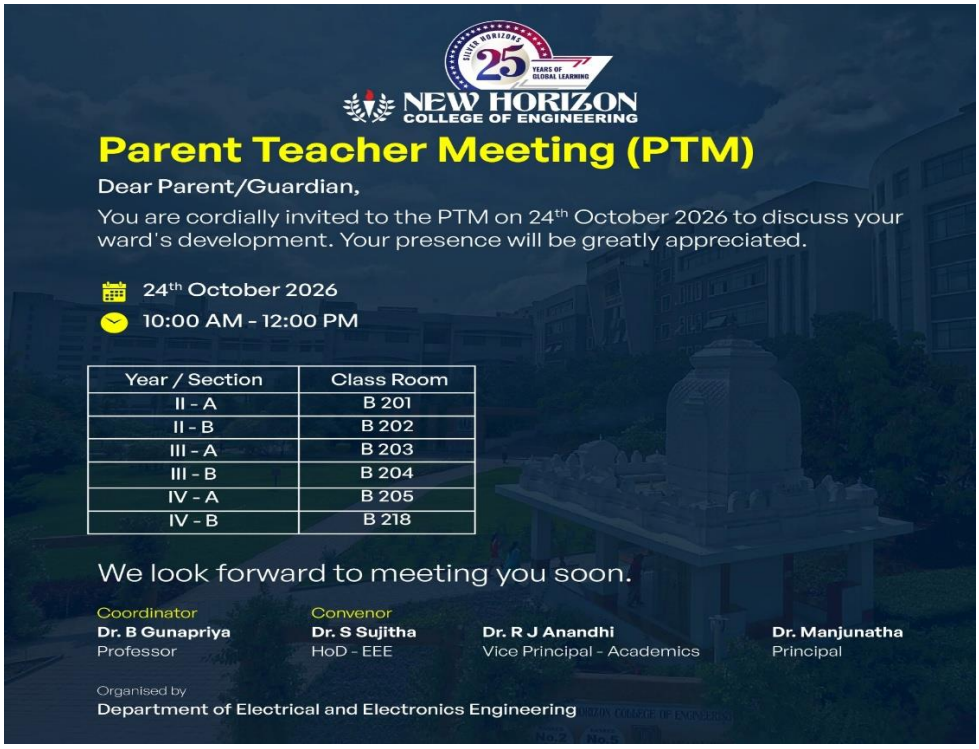
3. Inaugural Session and Addresses

The meeting commenced with a welcome to the parents and guardians. The faculty members explained the purpose of the PTM and encouraged parents to participate actively in discussions concerning their wards' academic progress and overall development.

Dr. B. Gunapriya, Professor and PTM Coordinator, coordinated the meeting and emphasized the importance of effective communication between parents and faculty members and also emphasized the department's commitment to academic quality, practical learning, technical competency, and holistic student development. The importance of laboratory learning, project-based education, technical events, industry exposure, internships, and professional skill development was highlighted.

Parents were encouraged to work closely with class teachers and faculty mentors to ensure that students remained focused on their academic responsibilities and career aspirations.

Parents were encouraged to discuss their concerns openly, understand their wards' academic strengths and weaknesses, and cooperate with the department in implementing improvement measures. The coordinator also highlighted the importance of monitoring attendance, internal assessment performance, discipline, classroom engagement, and participation in departmental activities



4. Class-Wise Arrangements

The PTM was organized in separate classrooms to facilitate individual discussions between parents and the respective class teachers. The separate room arrangements enabled class teachers to discuss student-specific concerns in an organized and confidential manner.

5. Proceedings of the Meeting

The class teachers interacted with parents individually and discussed the academic and personal development of their wards. Subject-specific feedback was considered wherever required to provide a comprehensive assessment of student performance.

5.1 Academic Performance

The discussions covered:

- Internal assessment marks and subject-wise performance.
- Understanding of fundamental engineering concepts.
- Performance in theory and laboratory courses.
- Assignment submission and completion of academic requirements.
- Preparation strategies for upcoming assessments and semester examinations.
- Identification of students requiring additional academic support.

Parents were advised to encourage their wards to follow a regular study schedule, revise course content periodically, clarify doubts with faculty members, and seek academic assistance whenever necessary.

5.2 Attendance and Punctuality

Attendance was discussed as an important factor influencing academic progress. Parents were informed of the need to monitor attendance regularly and ensure that students attended classes, laboratory sessions, and other scheduled academic activities.

Where attendance-related concerns were identified, parents and faculty members were encouraged to work together to improve regularity and punctuality.

5.3 Discipline and Behaviour

Faculty members discussed the importance of maintaining discipline, demonstrating respect towards faculty and peers, following institutional regulations, and participating responsibly in classroom activities.

Parents were encouraged to reinforce positive behaviour, self-discipline, responsibility, and appropriate time management at home.

5.4 Technical and Professional Development

The meeting also provided an opportunity to discuss the importance of developing technical and professional competencies alongside academic performance.

The following areas were highlighted:

- Participation in technical workshops, seminars, and conferences.
- Completion of relevant online certification courses.
- Involvement in technical projects, innovation activities, and competitions.
- Development of communication, teamwork, leadership, and problem-solving skills.
- Participation in industrial visits, internships, and industry-oriented training.
- Preparation for placements, competitive examinations, and higher studies, particularly for senior students.

5.5 Individual Mentoring

Parents were encouraged to maintain regular communication with the assigned faculty mentors. Individual concerns relating to academic performance, learning difficulties, attendance, motivation, or career planning could be discussed to identify appropriate support measures.

6. Year-Wise Focus Areas

II Year – Academic Foundation

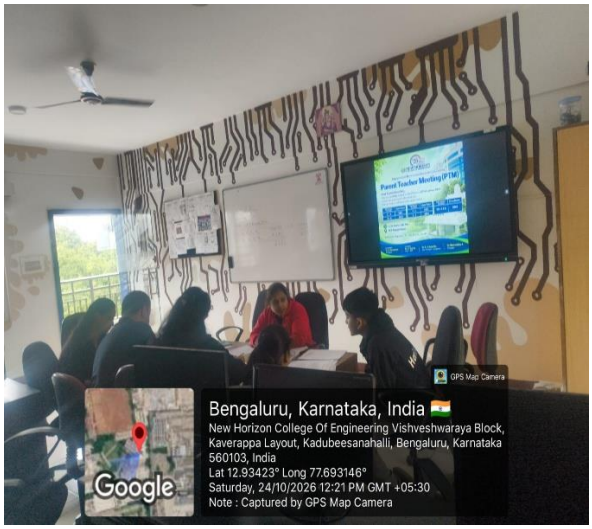
Emphasis on strengthening fundamental engineering concepts, improving attendance, developing consistent study habits, enhancing laboratory skills, and participating in technical activities.

III Year – Technical Competency

Emphasis on core EEE subjects, practical and project-based learning, technical certifications, internships, industry exposure, and development of problem-solving skills.

IV Year – Career Readiness

Emphasis on final-year academic requirements, project completion, placement preparation, aptitude training, technical interviews, internships, higher education opportunities, and career planning.







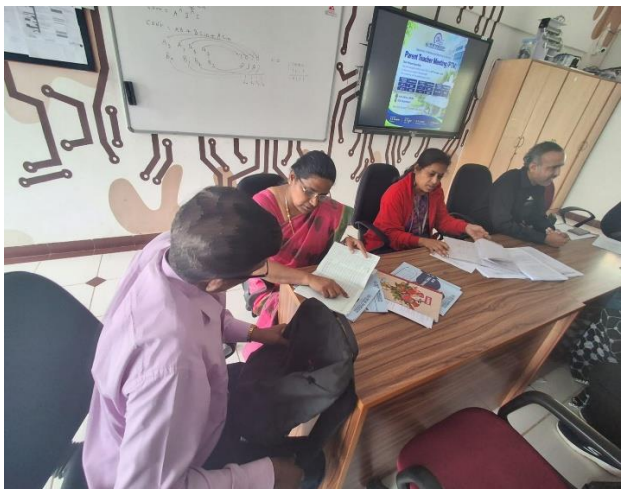



Parent Teacher Meeting (PTA)


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Parent Teacher Meeting (PTA)


Parent Teacher Meeting (PTA)



7. Parent Feedback and Suggestions

The PTM provided an opportunity for parents to share feedback, seek clarification, and discuss their expectations regarding their wards' academic and professional development.

The following areas may be documented based on the actual feedback received:

- Regular updates regarding attendance and internal assessment performance.
- Additional academic support for students facing difficulties in specific subjects.
- More opportunities for technical training, industrial visits, and internships.
- Continued focus on placement preparation and communication skills.
- Timely communication between parents, mentors, and class teachers.
- Individual attention for students requiring academic or personal guidance.

The feedback received during the meeting can be used to strengthen the department's mentoring system and improve student support mechanisms.

8. Key Observations

The meeting provided a structured platform for reviewing student progress and strengthening parent–faculty communication. The principal areas for monitoring and improvement were:

- Academic performance: Regular review of internal marks and subject-wise progress.
- Attendance: Monitoring attendance and taking timely action wherever concerns arise.
- Student engagement: Encouraging active participation in academic and technical activities.
- Professional readiness: Promoting industry exposure, technical competency, and career preparation.

- Mentoring: Providing appropriate support to students who require additional guidance.
- Parent communication: Maintaining effective communication with parents regarding student progress.

The above points represent areas for review and follow-up; specific observations and findings should be updated using the actual meeting records.

9. Action Plan and Follow-Up Measures

S. No.	Action item	Responsibility	Follow-up
1	Monitor attendance and punctuality	Class teachers and mentors	Periodic review
2	Review internal assessment performance	Subject faculty and class teachers	After assessments
3	Identify students requiring remedial support	Subject faculty and mentors	As required
4	Conduct mentoring and counselling sessions	Faculty mentors	Regularly
5	Encourage technical activities and certification courses	Class teachers and department coordinators	Throughout the semester
6	Strengthen placement and career preparation	Placement coordinators and faculty mentors	As per placement schedule
7	Communicate important academic concerns to parents	Class teachers and mentors	Whenever necessary
8	Review the progress of students identified for follow-up	Class teachers and mentors	During subsequent reviews

10. Attendance and Documentation

For official departmental records, the following details should be maintained:

Particulars	Details
Total students covered	To be updated from class records
Number of parents who attended	To be updated from attendance sheets
Parent participation percentage	To be calculated from attendance data
Class-wise attendance sheets	To be maintained
Student-wise academic feedback	To be documented by class teachers
Students requiring follow-up	To be identified and monitored
Parent suggestions and concerns	To be recorded
Follow-up action taken	To be updated by the concerned faculty

11. Outcome of the Meeting

The PTM was intended to strengthen the relationship between parents and the Department of Electrical and Electronics Engineering through constructive interaction and coordinated student support.

The meeting provided an opportunity to discuss academic performance, attendance, discipline, technical development, and career readiness. The feedback and concerns raised by parents could be used to guide mentoring, identify students requiring additional support, and improve communication between parents and faculty members.

The discussions also reinforced the importance of shared responsibility among students, parents, and faculty in achieving academic success and professional development.

12. Conclusion

The Parent Teacher Meeting scheduled on 24 October 2026, from 10:00 AM to 12:00 PM, was organized by the Department of Electrical and Electronics Engineering, New Horizon College of Engineering, Bengaluru, for students of the second, third, and fourth years.

The meeting was designed to promote effective communication between parents and faculty members, review student progress, address academic and developmental concerns, and establish follow-up measures for continuous improvement.

The department acknowledges the importance of parental involvement in students' academic journeys and remains committed to supporting their academic excellence, technical competency, professional readiness, and holistic development.

Report prepared by

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