

OFFICE OF THE PRINCIPAL, SMT.A.A.A.GOV.T.P.G.COLLEGE
KALKA
NOTICE

A Parent Teacher Meeting of all Faculties (Arts, Commerce & Science) is scheduled on 13.05.2023 at 10:00 AM onwards through offline mode in their respective Departments.

Agenda of the meeting:-

- Performance of students throughout the year.
- Criteria of Internal Assessment.
- Information about the courses running and upcoming courses in college.
- Feedback and suggestions.

Convenor
IQAC



Principal
Smt. A.A.A Govt. P.G. College
Kalka


S.O.P for Parents Teacher Meeting on Dated 13.05.2023

Time :- 10:00 AM to 2:00 PM

1. Invitation of PTM is to be prepared by Ms. Sonia Jassal , Department of Computer Science ,in consultation with Principal and Mr. Jaspal Singh.
2. Each & every mentor will ensure that they will contact the parents and will ensure their presence in the same. The duties of Teaching Faculty , Non Teaching Staff and Venues for the same is as per Annexure-I
3. Each teacher will update their attendance register till 12.05.2023, so that parents may be updated about the same.
4. The agenda of the PTM is as follow:
 - a) Performance of the students throughout the year.
 - b) Attendance Record of the Students
 - c) Information about upcoming and ongoing courses.
 - d) Filling up online feedback Performa by the parents .
via link <http://gckalka.edu.in/Feedback>

Convenor
IQAC




Principal
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DUTY CHART ON 13.05.2023 IN PTM OF TEACHING FACULTY (Annexure-I)

Sr. No.	Venue (Room No)	Class	Name of Faculty
COMMERCE FACULTY INCHARGE –DR. RAGINI			
1.	63	B.Com I Gen & Hon.	Ms. Savita(Class Incharge), ,Dr. Namita, Dr. Sarita Ms. Ena Ms Sonia Jassal Mr. Ashish
2.	64	B.Com II & PGDEM	Dr. Suman(Class Incharge), Ms. Neetu , Mr. Suresh, Ms. Sheetal Mangla
3.	65	B.Com III	Dr. Manisha(Class Incharge), Dr Rajiv, Dr Adesh
4.	Language Lab	M.Com I&II	Mr. Jaspal Singh(Class Incharge). Dr. Ragini
ARTS FACULTY INCHARGE – DR MEENU KHYALIA			
5.	21	B.A. I	Ms. Pooja Singal (Class Incharge). Ms. Meenu Khyalia , Dr Ramakant , Mr Hardeep
6.	01	BA II	Dr. Geetanjali (Class Incharge) , Ms Sunita , Ms. Poonam Dahiya , Ms. Kavita. Ms Vinay
7.	Psychology lab	BA III	Ms. Nancy(Class Incharge), Dr Yashveer, Dr Pardeep,Ms. Sonali, Mr, Sonu
8.	12	MA I & II	Dr. Bindu(Class Incharge), Ms. Geeta
9.	26	MSC I &II	Dr. Gulshan(Class Incharge), Dr Ravinder Sheoran ,
SCIENCE FACULTY INCHARGE – DR GURPREET KAUR			
10.	Girls Comm. Room	BSC I , II ,III,(MED & NON MED)	Dr. Ajit (Class Incharge), Dr. Indu, Dr Gurpreet , Dr. Neeru,
11.	Computer Science Lab	B.CA I,II,III & PGDCA	Dr. Bhoop Singh(Class Incharge), Dr. Neeru Kamboj, Dr. Shabnam

Each Class Incharge will submit a report to their respective Faculty Incharge on or before 17-05-2023.and each Faculty Incharge will submit a compiled report to the Convener IQAC on 19-05-2023.

DUTY CHART ON 13.05.2023 IN PTM OF NON-TEACHING FACULTY Annexure-I (b)

Sr. No.	Name	Room No.
1	Mr. Ravinder , Mr. Suraj	63,64,65
2.	Mr. Shyam Lal	Language lab
3.	Mr. Ram Avtar, Mr. Ramesh Giri	21 & Psychology lab
4.	Mr .Beer Bahadur,Mr. Dharmpal	01 & 12
5.	Mr .Aditya , Mr. Gurmeet	Girls Comm. Room
6.	Ms. Esha	Computer Science Lab
7.	Mr. Balwinder ,	On main gate for assistance
8.	Mr. Guljar , Mr Chander Mohan	Admin. block
9.	Mr Manmohan, Mr Gaurav	Room no 26


Principal

PTM REPORT (HELD ON 13-05-2023)

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