**PTM on 11.09.2020 at 9.50am**

Since this is the first attempt to hold PTM online I am sharing few points to keep in mind while conducting the meeting. This is also to ensure that all the Departments function uniformly, and we succeed in our endeavor.

Possible Issues that can be discussed in the meeting are:

1. Online classes: teaching, assignments, interaction
2. Solicit parent’s help in ensuring students take the classes seriously
3. Cyber bullying
4. Think positive
5. Make use of this time: add on courses on Swayam, etc.
6. Listen/note parents’ concerns.

Convenors may want to decide how these topics are to be discussed so that faculty members know when they can come in to contribute to the conversation.

Also, if possible, please keep the camera on so as to create the feel and confidence.

Some possible scenarios that we can be anticipate are:

* Parents logging in at different time. To address this our talking points will have to be repeated again and again.
* May have specific concerns
* Complain regarding non availability of network and instrument. In response parents can be informed that reading material and recordings are available on Google Classroom.
* Parents talking at the same time
* Raise an issue/concern we may not have immediate answer to. Please make note along with the email ID so that it can be addressed later.
* In case there is an enquiry from the parent regarding their ward performance they should be explained that the PTM is being held early in the session and in online mode so it is not be possible to give individual student feedback this point but an we will have some feedback for them in our next PTM.

Convenors may want to display on PPT through screen share:

* Welcome Parents to online Parent Teacher Meeting
* Please unmute your mike when you want to communicate
* You can switch on the camera if you so desire
* Kindly wait for the person speaking to complete his/her point
* You can also type your query in the chat box
* Please respond to the attendance link given in the chat box

You are requested to display this link <https://forms.gle/RTAs1WasEMU4ths66>

in the chat box at regular intervals and ask the parent to access the link for the feedback.

Gita Lakhanpal

(PTM Coordinator)