



2.6.4: Presence and periodicity of parent-teachers meetings, remedial measures undertaken and outcome analysis .

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MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL
Affiliated to Pondicherry Central University, Recognized by Dental Council of India
Chalakkara, P.O. Pallor, Mahe-673 310
U.T. of Puducherry. Ph : 0490 2337765

CERTIFICATE OF THE HEAD OF THE INSTITUTION

Dr. ANIL MELATH, MDS ,

PRINCIPAL

TO WHOMSOEVER IT MAY CONCERN

This is to certify that presence and periodicity of parents –teachers meetings, remedial measures undertaken and outcome analysis are performed during the last academic year 2024 -2025 , details are given:



A handwritten signature in green ink, appearing to be "DR ANIL M".

**Principal
Mahe Institute of Dental Sciences & Hospital
MAHE**



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PROCEEDINGS OF PARENT-TEACHERS MEETINGS



MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL
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 GPS Map Camera

Mahé, Puducherry, India
PGCQ+29C, Palloor, Mahé, Puducherry 670672, India
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29/07/24 11:43 AM GMT +05:30





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GPS Map Camera



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MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL

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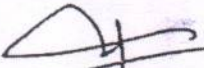
Ref. No: MINDS.P.O/15042025/01

Date: 15.04.2025

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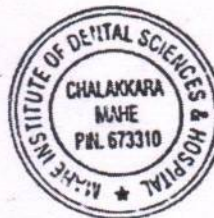
This is to inform all the HOD'S that the Parents Teacher meeting for regular batches (Ist, IInd, IIIrd & IVth years) is scheduled on the following dates.

DATE	YEAR	TIME
21.04.2025	IV th Year	10:30am to 01:30pm
22.04.2025	II nd Year	10:30am to 01:30pm
24.04.2025	I st & III rd Year	10:00am to 11:00am & 11:00am to 01:00pm respectively


Dr. Anil Melath
PRINCIPAL

Copy to

1. Chairman
2. CEO
3. Vice Principal
4. Administrator
5. All HOD's
6. IQAC
7. NESTMINDS



Principal
Mahe Institute of Dental Sciences & Hospital
MAHE

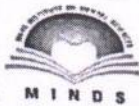
☎: 0490 2337406, 2336190, 2336191, 8301046544

✉ @: principal.mahedentalcollege.org | administration@mahedentalcollege.org

🌐: www.mahedentalcollege.org

Sl. No.	Agenda with Points Discussed	Decision Taken	Person Responsible for Implementation	Target Date
1	Internal Assessment: The absentees and their performance in internal assessment was below average and the principal mentioned that in future students should not take leave during internal exams and further they should show improvements in successive assessments.	The students were asked to study and submit the answers for the same Q.P	Principal	28-4-2025
2.	Students attendance: Over all attendance percentage was calculated and the repeated absence to class were mentioned by Principal. Other staff members advised the parents to monitor and to motivate the students to attend the class regularly	Attendance percentage was evaluated and Enquiry on the reason behind is to be sought and evaluated as stated by the Principal	Principal	28-4-2025
3.	Overall Academic Performance: The meeting started with addressing the presence of parents both off line and online. The meeting was held between parent of each student and HOD's/Representing staff of each department. The staff's pointed out their academic performance, and conveyed the importance of getting good marks in internal assessment.	All parents agreed to put their efforts on their children for improving the marks and academic performance too.	Principal	28-4-2025





MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL
Chalakkara, P.O. Pallor, Mahe-673 310
U.T. of Puducherry. Ph : 0490 2337765

Minutes of Meeting

Department: Committee for Parent Teachers Interactions

Date: 24.4.25

Venue of Meeting: Conference Hall/ Zoom meeting

Time: 10:00 am

THIRD YEAR BDS Students- PARENT TEACHER INTERACTION

Sl.NO	Designation	Students Present	Parents Name	Student Absent
1.	Third Year	Amritha Sujith	Sujith Kumar	Puvisha
2.	Third Year	Asma Sherin	Mohammed Ali	
3.	Third Year	Srutha Keerthi	Sajeevan.P	
4.	Third Year	Alan Sharon John	Honey	
5.	Third Year	Fathima S	Zoom	
6.	Third Year	Adil	Zamiya	
7.	Third Year	Hina Sree	Swaminathan	
8.	Third Year	Kishore Rajkumar	Vinnarasi	
9.	Third Year	Gokul Gopinath	Geetha	

Sl. No.	Agenda with Points Discussed	Decision Taken	Person Responsible for Implementation	Target Date
1	Internal Assessment: The absentees and their performance in internal assessment was below average and the principal mentioned that in future students should not take leave during internal exams and further they should show improvements in successive Assessments.	The students were asked to study and submit the answers for the same Q.P	Principal	29-04-2025
2.	Students attendance: Overall attendance percentage was calculated and the repeated absence to class was mentioned by Principal. Other staff members advised the parents to monitor and to motivate the students to attend the class regularly.	Attendance percentage was evaluated and Enquiry on the reason behind is to be sought and evaluated as stated by the principal.	Principal	29-04-2025

18.	Second Year	Amrita Devi Shine	Nithya.S	
19.	Second Year	Dhanalakshmi.	Jisha	
20.	Second Year	Sreelakshmi.T.V	Vidya Sagar	
21.	Second Year	Sisira	Rajeswari	
22.	Second Year	Fathima Liyana	Abdusalam	
23.	Second Year	Anagha Liz Bobby	Bobby Vargees	
24.	Second Year	Fathima Ansila	Ameen	
25.	Second Year	Lubna Riyas	Shamna	
26.	Second Year	Abhiram	Murali.K.P	
27.	Second Year	Nafeesa Aaliyah	Noufeena	
28.	Second Year	Fathima Abdul Rahoof	Abdul Rahoof	
29.	Second Year	Sayan Saji	Jeevan Saji	
30.	Second Year	Minha Ashraf	Shafeena Ashraf	
31.	Second Year	Jilu Najiya	Yousaf	
32.	Second Year	Ayisha Fathima	Anas	
33.	Second Year	Gopika Subhash	Subhash	
34.	Second Year	Fahad P.K	FarzenP.K	
35.	Second Year	Fathima Jumana	Kunhimuhammad	
36.	Second Year	Sreerudhra	Rajitha	
37.	Second Year	Reshma.S	Selvakumar	
38.	Second Year	Nourin Nouras	Fabin Nouras	
39.	Second Year	Thomas Binoy	Anila Binoy	
40.	Second Year	Arthi.S	Shalini	
41.	Second Year	Akash	Anandhavelan	
42.	Second Year	Rosin	Rozana	
43.	Second Year	Ragul Subbu	Ezhimalai	
44.	Second Year	Thenmozhi	Subramanian	

5

NAME&SIGNWITHDESIGNATION

1.DR.ANJALI

Anjali

2.DR.MANO HAR.HERLE

Manohar

3.DR.CIMMY AUGASTIN

Cimmy

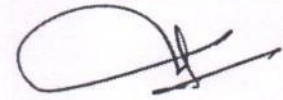
4.DR.SARON

Saron

5.DR.MURLAIDHARA

Murlaidhara

3.	Overall Academic Performance: The meeting started with addressing the presence of parents both offline and online. The meeting was held between parent of each student and HOD's/Representing staff of each department. The staff's pointed out their academic performance, and conveyed the importance of getting good Marks in internal assessment.	All parents agreed to put their efforts on their children for improving the marks and academic performance too.	Principal	29-04-2025
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NAME & SIGN WITH DESIGNATION;

1. DR. SELVAMANI.M
2. DR. ROSHIN.CN





MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL
Chalakkara, P.O. Pallor, Mahe-673 310
U.T. of Puducherry. Ph : 0490 2337765

Minutes of Meeting

Department: Committee for Parent Teachers Interactions

Date: 21.4.25, 28.4.25

Venue of Meeting: Conference Hall/ Zoom meeting **Time:** 1 0.00am

4th YEAR BDS Students-PARENT TEACHER INTERACTION

SLNO	DESIGNATION	STUDENTS PRESENT	PARENTS NAME	STUDENTS ABSENT
1.	Fourth Year	Adithya Ramesh	Rameshan.C.V	Saptha Anil
2.	Fourth Year	Farhana Sherin	Shajahan	Paveethra
3.	Fourth Year	Abhinand .P	K.P.Jayasree	Aleesha ferook
4.	Fourth Year	Arpitha Padmanabhan	Prasanna	Shadiya abdulla
5.	Fourth Year	Sheirin Shahana	Sameer	
6.	Fourth Year	Viswa Vinodhini	Sapna.K	
7.	Fourth Year	Aswana Asok	Premi.K	
8.	Fourth Year	Jazeera	Bushra	
9.	Fourth Year	Akshaya Pramod	Neetha.A.K	
10.	Fourth Year	Aysha Basheer	K.Basheer	
11.	Fourth Year	Fathima Shamna	Subaida	
12.	Fourth Year	Nidha Fathima	Najma	
13.	Fourth Year	Shahana Fathima	Ali	
14.	Fourth Year	Ayisha Fidha	Fayis Mohammed	
15.	Fourth Year	Kailas Nandan	Raghunandan	
16.	Fourth Year	Shahas	Shamseera	
17.	Fourth Year	Devika Suresh Babu	Sheeja.P	
18.	Fourth Year	Fidha Khan	Firoz Khan	
19.	Fourth Year	Abdulla Nabraz	Faisal	
20.	Fourth Year	Linta Mol	Kochumon	
21.	Fourth Year	Azza Fathima	Afsal	
22.	Fourth Year	Rensa Anna Saji	Saji	
23.	Fourth Year	Athira.C	Aji	
24.	Fourth Year	Arsha Hidayath	Ummer	
25.	Fourth Year	Asha	Sangeetha	
26.	Fourth Year	Elju Sara Eldhose	Eldhose	
27.	Fourth Year	Jagilan	Zoom	
28.	Fourth Year	Aswin Rajeev	Rajeev	
29.	Fourth Year	Mjudra	Saly	
30.	Fourth Year	Diya	Ajay Kumar	

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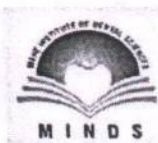
Sl. No.	Agenda with Points Discussed	Decision Taken	Person Responsible for Implementation	Target Date
1	Internal Assessment: The absentees and their performance in internal assessment was below average and the principal mentioned that in future students should not take leave during internal exams and further they should show improvements in successive assessments.	The students were asked to study and submit the answers for the same Q.P	Principal	28.04-2025
2.	Students attendance: Overall attendance percentage was calculated and the repeated absence to class were mentioned by Principal. Other staff members advised the parents to motivate the students to attend the class regularly.	Attendance percentage was evaluated and Enquiry on the reason behind is to be sought and evaluated as stated by the Principal.	Principal	28.4-2025
3.	Overall Academic Performance: The meeting started with addressing the presence of parents both offline and online. The meeting was held between parent of each student and HOD's/Representing staff of each department. The staff's pointed out their academic performance, and conveyed the importance of getting good marks in internal assessment.	All parents agreed to put their efforts on their children for improving the marks and academic performance too.	Principal	28.04-2025



NAME&SIGNWITHDESIGNATION

1. Dr. ANIL MELATH
2. DR. RAJANI
3. DR. ANJALI
4. DR. SHARATH
5. DR. JILU ABRAHAM
6. DR. SAICHARAN





10

MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL
Chalakkara, P.O. Pallor, Mahe-673 310
U.T. of Puducherry. Ph : 0490 2337765

Minutes of Meeting

Department: Committee for Parent Teachers Interactions

Date: 14.10.24

Venue of Meeting: Conference Hall/ Zoom meeting

Time: 10:30am

3th YEAR IR BDS Students- PARENT TEACHER INTERACTION

SL.NO.	Designation.	Students Present.	Parents Name	Students Absent.
1.	Third Year IR	Muhammed Shafaf	Afsal	Ahzana Firoz
2.	Third Year IR	Anjana J	Jagadish Kumar	Fathima Sana
3.	Third Year IR	Ayisha Hamna	Saleem AT	Nanda Dinesh
4.	Third Year IR	Muhammed shahas	Shamseera	Muhammed Afreed
				Sabarinath
				Swedha G
				Varshna

Sl. No.	Agenda with Points Discussed	Decision Taken	Person Responsible for Implementation	Target Date
1.	Internal Assessment: The absentees and their performance in internal assessment was below average and the principal mentioned that in future students should not take leave during internal exams and further they should show improvements in successive assessments.	The students were asked to study and submit the answers for the same Q.P	Principal	12-10-2024

2.	Students attendance: Overall attendance percentage was calculated and the repeated	Attendance	Principal	12-10-2024
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	absence to class were mentioned by Principal. Other staff members advised the parents to monitor and to motivate the students to attend the class regularly.	percentage was evaluated and Enquiry on the reason behind is to be sought and evaluated as stated by the principal.		
3.	Overall Academic Performance: The meeting started with addressing the presence of parents both offline and online. The meeting was held between parent of each student and HOD's/Representing staff of each department. The staff's pointed out their academic performance, and conveyed the importance of getting good marks in internal assessment.	All parents agreed to put their efforts on their children for improving the marks and academic performance too.	Principal	12-10-2024

NAME & SIGN WITH DESIGNATION;

1. DR. ROSHIN CN





MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL
Chalakkara, P.O. Pallor, Mahe-673 310
U.T. of Puducherry. Ph : 0490 2337765

Minutes of Meeting

Department: Committee for Parent Teachers Interactions

Date: 15.10.24

Venue of Meeting: Conference Hall/ Zoom meeting

Time: 11:30am

4TH YEAR IR BDS Students - PARENT TEACHER INTERACTION

SL.NO	DESIGNATION	STUDENTS PRESENT	PARENTS NAME	STUDENTS ABSENT
1.	Fourth year IR	Arshin N	Noushad KA	Sarjada Nasreen
2.	Fourth year IR	Nima Nihala PK	Rasina CKP	Akash
3.	Fourth year IR	Keerthana S	Suresh Kumar MC	Fathima Nasmi
4.	Fourth year IR	Muhammed Thaha	Najma TP	Muhammed Shameel
5.	Fourth year IR	Rinsha	Rafeek Kali KT	Perumaka Liza
				S Kaviya Priya

Sl. No.	Agenda with Points Discussed	Decision Taken	Person Responsible for Implementation	Target Date
1	Internal Assessment: The absentees and their performance in internal assessment was below average and the principal mentioned that in future students should not take leave during internal exams and further they should show improvements in successive assessments.	The students were asked to study and submit the answers for the same Q.P	Principal	13.10-2024
2.	Students attendance: Overall attendance percentage was calculated and the repeated absence-to-class were mentioned by Principal. Other staff members advised the parents to monitor and to motivate the	Attendance percentage was evaluated and Enquiry on the reason behind	Principal	13.10-2024

	students to attend the class regularly.	is to be sought and evaluated as stated by the Principal.		
3.	Overall Academic Performance: The meeting started with addressing the presence of parents both offline and online. The meeting was held between parent of each student and HOD's/Representing staff of each department. The staff's pointed out their academic performance, and conveyed the importance of getting good marks in internal assessment.	All parents agreed to put their efforts on their children for improving the marks and academic performance too.	Principal.	13.10-2024.

NAME & SIGN WITH DESIGNATION

1. DR. ANJALI
2. DR. NIKHIL RAJ
3. DR. JILU ABRAHAM



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U.T. of Puducherry. Ph : 0490 2337765

Minutes of Meeting

Department: Committee for Parent Teachers Interactions

Date: 16.1.25

Venue of Meeting: Conference Hall/ Zoom meeting

Time: 10:00am

2ND YEAR IR BDS STUDENTS – PARENT TEACHER INTERACTION

SLNO	DESIGNATION	STUDENTS PRESENT	PARENTS NAME	STUDENTS ABSENT
1.	Second year IR	Vaishakh	Prameela	Srigayathri
2.	Second year IR	Akshaya R	Smitha	

Sl. No.	Agenda with Points Discussed	Decision Taken	Person Responsible for Implementation	Target Date
1	Internal Assessment: The absentees and their performance in internal assessment was below average and the principal mentioned that in future students should not take leave during internal exams and further they should show improvements in successive assessments.	The students were asked to study and submit the answers for the same Q.P	Principal	14.1-2025
2.	Students attendance: Overall attendance percentage was calculated and the repeated absence to class were mentioned by Principal. Other staff members advised the parents to monitor and to motivate the	Attendance percentage was evaluated and Enquiry on the reason behind	Principal	14-1-2025

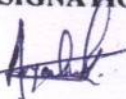
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	students to attend the class regularly.	is to be sought and evaluated as stated by the Principal.		
3.	Overall Academic Performance: The meeting started with addressing the presence of parents both offline and online. The meeting was held between parent of each student and HOD's/Representing staff of each department. The staff's pointed out their academic performance, and conveyed the importance of getting good marks in internal assessment.	All parents agreed to put their efforts on their children for improving the marks and academic performance too.	Principal	14.1.2025

NAME & SIGN WITH DESIGNATION

1. DR. ANJALI K

2. DR. SAIDHA THAJUDEEN






16

MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL
Chalakkara, P.O. Pallor, Mahe-673 310
U.T. of Puducherry. Ph : 0490 2337765

Minutes of Meeting

Department: Committee for Parent Teachers Interactions

Date: 17-1-2025

Venue of Meeting: Conference Hall/ Zoom meeting

Time: 10:00am

4TH IR YEAR BDS STUDENTS - PARENT TEACHER INTERACTION

Sl.No.	Designation	Students Present	Parents Name	Students Absent
1	Fourth year IR	Rinsha KT	Rafeek Ali	Nil
2	Fourth year IR	Nima Nihala	Rajina C	
3	Fourth year IR	Goutham	Gokulan P	
4	Fourth year IR	Fathima Nasmi	Abdul Kareem	
5	Fourth year IR	Akash	Biju James	
6	Fourth year IR	Priyadharshini	Coumar	
7	Fourth year IR	Kaviya Priya	Bakinmani	
8	Fourth year IR	P. Liza	P. Ratnakar	
9	Fourth year IR	Muhammed Shameel	Nusaiba	
10	Fourth year IR	Elna Ragesh	Rajesh Davis	

Sl. No.	Agenda with Points Discussed	Decision Taken	Person Responsible for Implementation	Target Date
1	Internal Assessment: The absentees and their performance in internal assessment was below average and the principal mentioned that in future students should not take leave during internal exams and further they should show improvements in successive assessments.	The students were asked to study and submit the answers for the same Q.P	Principal	15-1-2025
2.	Students attendance: Overall attendance percentage was calculated and the repeated absence to class were mentioned by Principal. Other staff members advised the parents to monitor and to motivate the students to attend the class regularly.	Attendance percentage was evaluated and Enquiry on the reason behind is to be sought and evaluated as stated by the Principal.	Principal	15-1-2025
3.	Overall Academic Performance: The meeting started with addressing the presence of parents both offline and online. The meeting was held between parent of each student and HOD's/Representing staff of each department. The staff's pointed out their academic	All parents agreed to put their efforts on their children for improving the marks and academic performance	Principal	15-1-2025

	performance, and conveyed the importance of getting good marks in internal assessment.	too.		
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NAME & SIGN WITH DESIGNATION

1. DR. ASHWATHI
2. DR. SHARATH C
3. DR. ANJALI S

[Signature]
[Signature]
[Signature]



19

MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL
Chalakkara, P.O. Pallor, Mahe-673 310
U.T. of Puducherry. Ph : 0490 2337765

Minutes of Meeting

Department: Committee for Parent Teachers Interactions

Date: 20-1-2025

Venue of Meeting: Conference Hall/ Zoom meeting

Time: 10.30 am

4th YEAR IR BDS STUDENTS - PARENT TEACHER INTERACTION

Sl.No.	Designation	Students Present	Parents Name	Students Absent
1	Third year IR	Sheona Binoj	Mini Binoj	Nanda Dinesh
2	Third year IR	Shafaf	Arifa	Ahzana Firoz
3	Third year IR	Afreed	Noorjahan	
4	Third year IR	Fathima Sana	Jaseela	
5	Third year IR	Sabari	Zoom Meeting	

Sl. No.	Agenda with Points Discussed	Decision Taken	Person Responsible for Implementation	Target Date
1	Internal Assessment: The absentees and their performance in internal assessment was below average	The students were asked to study and		

	and the principal mentioned that in future students should not take leave during internal exams and further they should show improvements in successive assessments.	submit the answers for the same Q.P	Principal	18-1-2025
2.	Students attendance: Overall attendance percentage was calculated and the repeated absence to class were mentioned by Principal. Other staff members advised the parents to monitor and to motivate the students to attend the class regularly.	Attendance percentage was evaluated and Enquiry on the reason behind is to be sought and evaluated as stated by the Principal.	Principal	18-1-2025
3.	Overall Academic Performance: The meeting started with addressing the presence of parents both offline and online. The meeting was held between parent of each student and HOD's/Representing staff of each department. The staff's pointed out their academic performance, and conveyed the importance of getting good marks in internal assessment.	All parents agreed to put their efforts on their children for improving the marks and academic performance too.	Principal	18-1-2025

NAME & SIGN WITH DESIGNATION

1. DR. SELVAMANI



21

MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL
Chalakkara, P.O. Pallor, Mahe-673 310
U.T. of Puducherry. Ph : 0490 2337765

Minutes of Meeting

Department: Committee for Parent Teachers Interactions

Date: 21-01-25

Venue of Meeting: Conference Hall/ Zoom meeting

Time: 10.00 am

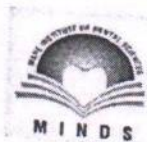
4TH YEAR IR BDS STUDENTS - PARENT TEACHER INTERACTION

Sl.No.	Designation	Students Present	Parents Name	Student Absent
1	Fourth year IR	Keerthana S	Suresh Kumar	Nil
2	Fourth year IR	Muhammed Thaha	Najma	
3	Fourth year IR	Safa	Zoom Meeting	

Sl. No.	Agenda with Points Discussed	Decision Taken	Person Responsible for Implementation	Target Date
1	Internal Assessment: The absentees and their performance in internal assessment was below average and the principal mentioned that in future students should not take leave during internal exams and further they should show improvements in successive assessments.	The students were asked to study and submit the answers for the same Q.P	Principal	19-01-2025
2	Students attendance: Overall attendance percentage was calculated and the repeated absence to class were mentioned by Principal. Other staff members advised the parents to monitor and to motivate the students to attend the class regularly.	Attendance percentage was evaluated and Enquiry on the reason behind is to be sought and evaluated as stated by the Principal.	Principal	19-01-2025
3.	Overall Academic Performance:			

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	The meeting started with addressing the presence of parents both offline and online. The meeting was held between parent of each student and HOD's/Representing staff of each department. The staff's pointed out their academic performance, and conveyed the importance of getting good marks in internal assessment.	All parents agreed to put their efforts on their children for improving the marks and academic performance too.	Principal	19-01-2025
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23

MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL
Chalakkara, P.O. Pallor, Mahe-673 310
U.T. of Puducherry. Ph : 0490 2337765

Minutes of Meeting

Department: Committee for Parent Teachers Interactions

Date: 21-03-25

Venue of Meeting: Conference Hall/ Zoom meeting

Time: 11.30 am

4TH YEAR IR BDS STUDENTS - PARENT TEACHER INTERACTION

Sl.No.	Designation	Students Present	Parents Name	Students Absent
1.	Fourth year IR	Arshin Noushad	Zoom Meeting	Nil
2.	Fourth year IR	Elna Rajesh	Zoom Meeting	
3.	Fourth year IR	Fathimathul Safa	Zoom Meeting	
4.	Fourth year IR	Rinsha KT	Zoom Meeting	
5.	Fourth year IR	Shahadha Rasheed	Zoom Meeting	
6.	Fourth year IR	Sarjada	Zoom Meeting	
7.	Fourth year IR	P. Liza	Zoom Meeting	
8.	Fourth year IR	Nasmi	Zoom Meeting	
9.	Fourth year IR	Kavya	Zoom Meeting	
10.	Fourth year IR	Priyadharshini	Zoom Meeting	
11.	Fourth year IR	Muhammed Thaha	Zoom Meeting	
12.	Fourth year IR	Keerthyana S	Zoom Meeting	
13.	Fourth year IR	Muhammed Shameel	Zoom Meeting	
14.	Fourth year IR	Aradhana	Zoom Meeting	
15.	Fourth year IR	Navya Keerthi	Zoom Meeting	
16.	Fourth year IR	Akash	Zoom Meeting	
17.	Fourth year IR	Amaya	Zoom Meeting	
18.	Fourth year IR	Abhirami AB	Zoom Meeting	
19.	Fourth year IR	Athira	Zoom Meeting	
20.	Fourth year IR	Charumathy	Zoom Meeting	
21.	Fourth year IR	Jananie	Zoom Meeting	
22.	Fourth year IR	Faby Ashraf	Zoom Meeting	
23.	Fourth year IR	Farheen	Zoom Meeting	
24.	Fourth year IR	Gopika	Zoom Meeting	

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25.	Fourth year IR	Daya	Zoom Meeting	
26.	Fourth year IR	Rohith	Zoom Meeting	

Sl. No.	Agenda with Points Discussed	Decision Taken	Person Responsible for Implementation	Target Date
1	Internal Assessment: The absentees and their performance in internal assessment was below average and the principal mentioned that in future students should not take leave during internal exams and further they should show improvements in successive assessments.	The students were asked to study and submit the answers for the same Q.P	Principal	19-03-25
2.	Students attendance: Overall attendance percentage was calculated and the repeated absence to class were mentioned by Principal. Other staff members advised the parents to monitor and to motivate the students to attend the class regularly.	Attendance percentage was evaluated and Enquiry on the reason behind is to be sought and evaluated as stated by the Principal.	Principal	19-03-25
3.	Overall Academic Performance: The meeting started with addressing the presence of parents both offline and online. The meeting was held between parent of each student and HOD's/Representing staff of each department. The staff's pointed out their academic performance, and conveyed the importance of getting good marks in internal assessment.	All parents agreed to put their efforts on their children for improving the marks and academic performance too.	Principal	19-03-25

NAME & SIGN WITH DESIGNATION

1. DR. NANDITHA

2. DR. JITHESH KUMAR

3. DR. JEENA

4. DR. SHARATH C

5. DR. SUNIL JOSE

[Handwritten signatures and initials corresponding to the list above]

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6. DR. GIRISH K GOVIND

7. DR. RAJANI GEORGE

8. DR. PRASAD ARAVIND

9. DR. ARUN

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