

**DDU KAUSHAL KENDRA – LOYOLA COLLEGE**

**MINUTES OF THE PARENT TEACHERS' MEETING**

**HELD ON 29<sup>TH</sup> Sep, 2022**

**VENUE: BETRAM HALL**

**MEMBERS PRESENT:**

<b>S. No.</b>	<b>Members</b>	<b>Designation</b>
1.	Ms. M. Malini	Director, DDU KAUSHAL Kendra, Loyola College, Chennai
2.	Ms. Poarkodi Natarajan	Assistant Professor, Dept. of Digital Journalism, DDU KAUSHAL Kendra, Loyola College, Chennai
3.	Mr. Unnikrishnan	Assistant Professor, Dept. of 3D Animation, DDU KAUSHAL Kendra, Loyola College, Chennai
4.	Mr. Naveen Kumar	Assistant Professor, Dept. of 3D Animation, DDU KAUSHAL Kendra, Loyola College, Chennai
5.	Mr. Vijay Amarnath	Assistant Professor, Dept. of 3D Animation, DDU KAUSHAL Kendra, Loyola College, Chennai
6.	Ms. Tresa Xavier	Assistant Professor, General English, DDU KAUSHAL Kendra, Loyola College, Chennai
7.	Mr. I. Charles Durai	Assistant Professor, General English, DDU KAUSHAL Kendra, Loyola College, Chennai
8.	Ms. Umaparvathy	Assistant Professor, Dept. of Digital Journalism, DDU KAUSHAL Kendra, Loyola College, Chennai

9.	Mr. Roderick	Assistant Professor, Dept. of Digital Journalism, DDU KAUSHAL Kendra, Loyola College, Chennai
10.	Dr. Arokiaraj	Assistant Professor, Dept. of Digital Journalism, DDU KAUSHAL Kendra, Loyola College, Chennai
11.	Mr. Narasimhan	Assistant Professor, Dept. of Digital Journalism, DDU KAUSHAL Kendra, Loyola College, Chennai
13.	Mr. Tamilselvan	Assistant Professor, Dept. of 3D Animation, DDU KAUSHAL Kendra, Loyola College, Chennai
13.	Mr. Abul Fiaz	Assistant Professor, Dept. of Digital Journalism, DDU KAUSHAL Kendra, Loyola College, Chennai
14	Ms. J. Keerthi Priyadarshni	Assistant Professor, Dept. of Digital Journalism, DDU KAUSHAL Kendra, Loyola College, Chennai
15	Ms. Srimathi. J	Assistant Professor, Dept. of Digital Journalism, DDU KAUSHAL Kendra, Loyola College, Chennai
16	Mr. Dhanasekaran. K	Assistant Professor, Dept. of 3D Animation, DDU KAUSHAL Kendra, Loyola College, Chennai
17.	Mr. Murugan .T	Assistant Professor, Dept. of 3D Animation, DDU KAUSHAL Kendra, Loyola College, Chennai
18	Mr. Joseph Manoj Babu	Assistant Professor, Dept. of 3D Animation, DDU KAUSHAL Kendra, Loyola College, Chennai

**AGENDA:**

- Prayer by Prof Tresa Xavier

- Welcome address and MC by Prof Shrimathi
- Special address for parents by Prof Abul Faiz
- Special address by HoD Ms Malini
- College and department PPT presentation by Hod for 20 minutes
- Parents were welcomed and addressed by the staff.
- Video presentation on students' best work (both DJ and AN).
- Parents and teachers one-on-one session in the Bertram hall.
- Parents' visit to the department and subject-wise interaction with teachers.

Parent-teacher meeting for the department of DDU KAUSHAL Kendra was held on 29<sup>th</sup> September 2022, between 09.00 am – 11 am in Bertram Hall, Loyola College. A Total of 120 students' parents/ guardians attended the meeting.

Ms Malini made an effective presentation about Loyola college and its rich heritage, rankings, etc. She continued briefing about the department, its simple beginnings and its achievement over the years. She also briefed the parents on the rules and expectations of the college and department such as attendance and regularity norms (80 % attendance), classroom behavior, punctuality, taking care of health, and not skipping morning breakfast, to keep checking the students' portal for updates. She very clearly taught parents how to track their wards' attendance and performance periodically.



Presentation and addressing the gathering by Director Malini

Other significant point from HODs address included:

- Her appreciation of the LLMS system as the most effective mode of communication and collaboration with the students during the COVID times.
- Our NAAC accreditation ranking of 3.55 % for 2021
- Outreach program and its significance
- How our courses are completely skill-oriented and value-driven
- Industrial internship of 1.5 months being exclusive to our department
- How 80% of the staff are from industry background, doing justice to the vision and mission of the department.
- 70 to 80% of instant students' placement happening every year
- Syllabus restructuring happening at every 3-year interval
- Placement through College Placement cell and through department for 3D Animation and Digital Journalism.
- Department Newsletters
- Remedial programs, Guest lectures, workshops etc.



Parents and Faculty of KAUSHAL Kendra in Bertram Hall

Prof. Abul Faizal special address for the parents had these highlights:

- Parenting tips
- Youngsters and challenges

- Role of a father and mother in the growth of the children, particularly their friends, whereabouts, passion, etc.
- CIA marks, attendance as a mark of their wards' attitude and aptitude, etc.



Prof. Abul Faiz, Special Lecture to Parents

Followed by Director's presentation, one to one interaction took place between parents/guardians and class teachers. Each class teacher gave a briefing to all their class students' overall performance of the entire class, a brief on subjects handled for the semester, their internal and external exam pattern, eligibility criteria, attendance till date and subject wise class performance.

We also had a wonderful video presentation on students' best work from animation and digital journalism done by 22 PAN students Aswin and Deepak. It was obvious that today's session created a lot of hope, clarity, and direction in the minds of the parents. Many left with a lot of contentment, as reflected in the feedback form.

#### **RESOLUTIONS ADOPTED AT THE MEETING:**

1. Parents were given a sheet to sign and a sheet to fill in their feedback and this will be a best practice to derive the best in the parents' teacher's partnership. The practice was resolved to be continued.
2. Students' late attendance slips came in handy to address the parents of students who regularly came late. The practice will be continued.

3. Staff came up with the suggestion that hereafter we should plan for a full day or nonworking day for parents teachers meeting as most parents and even teachers felt the stipulated time was not enough to share enough.

4. Many students accompanied their parents and were very receptive to feedback given.

5. Assurance and abidance of the discipline, punctuality, and performance points addressed in the meeting were received from the parents.

6. Students who made the wonderful video on Digital Journalism and 3D Animation will be called and honoured for their contribution.



Welcome Speech by Prof. Srimathi



Prayer by Prof. Tresa



Prayer - Parents and Faculty



Class teachers interacting with parents