



## MINUTES OF THE MEETING

**Date:** December 1, 2025

**Venue:** Staffroom

**Time:** 10:40 AM

**Agenda:** To plan and organise the PTM

The meeting of the Parent-Teacher Association (PTA) was held to discuss the organisation of the Parent-Teacher Meeting (PTM) in the college scheduled for December 13. The agenda of the meeting was to plan and organise the PTM and to ensure effective interaction between parents and teachers regarding students' academic performance, attendance, discipline, and overall development. During the meeting, the members deliberated on the objectives of the PTM, with a focus on reviewing students' progress and addressing parental concerns. It was unanimously decided to conduct the PTM on the scheduled date smoothly and systematically. Responsibilities were assigned to faculty members for coordination, classroom arrangements, and record maintenance, and it was resolved that parents would be informed well in advance through official communication.

Members Present

Ranjan

Govind Ran

Praveen

Ashish Kumar

Arjun

Singh

*Sr. Rosily Jm*  
Officiating Principal  
St. Bede's College  
Shimla - 171 002