



Maharshi Karve Stree Shikshan Samstha
SITABAI NARGUNDKAR COLLEGE OF NURSING FOR WOMEN,
Nagpur



Parent - Teacher Meeting Checklist For Class Coordinators


TEACHER NAME:

Class

MEETING DATE:

1. Is the Parent teacher meeting invitation created?	Yes	No
2. Is the Parent teacher meeting invitation sent to all the parents?	Yes	No
3. Are all the mid-term / pre- final results completed?	Yes	No
4. Is the absentee record of every student maintained and ready?	Yes	No
5. Are all the mid-term and pre- final results organized?	Yes	No
6. Is the personal file of each student created?	Yes	No
7. Is the student performance feedback included?	Yes	No
8. Is the student's mid-term and pre- final test copies and sample work included in the file?	Yes	No
9. Are the student's health records and counselling records ready?	Yes	No
10. Are extra pens and sheets arranged for parents?	Yes	No
11. Is the meeting feedback form to be filled by parents ready?	Yes	No
12. Are the desks neat and clean?	Yes	No
13. Are the chairs for the parents arranged?	Yes	No
14. Is the meeting room ready with the welcome note?	Yes	No
15. Are the parents aware about how their child feel about college?	Yes	No
16. Are the parents bringing their child to parent teacher meeting?	Yes	No
17. Are the parents talking about positive points after meeting?	Yes	No
18. Are the parents being direct about problems motioned in meeting?	Yes	No




Principal
Sitabai Nargundkar
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