



# TAGORE MEDICAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur Post, Chennai - 600127.

Phone : 044-30101111, Fax : 044-222 5555, Email: tagoremch@gmail.com



(Affiliated to the Tamil Nadu Dr.MGR Medical University & Recognized by the Ministry of Health & Family welfare. Govt. of India New Delhi)

15.09.2023

From

Dr .C. Sivagurunathan  
Academic Coordinator pre final Year  
Tagore Medical College and Hospital,  
Chennai

To

The Dean  
Tagore Medical College and Hospital,  
Chennai

Respected Sir,

Sub: Request to conduct parent teacher meeting for 3<sup>rd</sup> Year MBBS-reg

In Consultation with all third year HOD's, we propose to conduct parent teacher meeting for 3<sup>rd</sup> Year Students on 13<sup>th</sup> Oct 2023. Kindly approval the same.

Thanking you,

Yours Sincerely,

C. Sivagurunathan  
15/9/2023

Academic Co-ordinator  
TAGORE MEDICAL COLLEGE & HOSPITAL,  
Rathinamangalam, Chennai-600 127.

Forwarded to Dean  
15/9/23

13  
16/9

*[Signature]*

*[Signature]*  
DEAN  
TAGORE MEDICAL COLLEGE & HOSPITAL  
RATHINAMANGALAM, MELAKKOTTAIYUR POST,  
CHENNAI-600 127.





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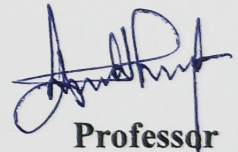
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**DATE: 15.9.2023**

## **Department of ENT**

### **Notice**

We are conducting a Parent Teachers Meeting(PTM) for MBBS 3rd year students of Tagore Medical college & Hospital on October 13<sup>th</sup> 2023 from 8:30am till 3 pm. we kindly request parent of each student to meet their respective Mentor on that day for enquiries without fail conducting a Parent Teachers Meeting (PTM) for students of Tagore medical college & Hospital on from. We student to meet their on that day for enquiries without fail conducting a Parent Teachers Meeting (PTM) for students of Tagore medical college & Hospital on from. We student to meet their on that day for enquiries without fail.



**Professor**

**Department of ENT**



**DEAN**

TAGORE MEDICAL COLLEGE & HOSPITAL  
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Chennai-600 127.





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## **III MBBS PARENTS TEACHERS MEETING**

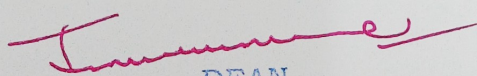
### **MINUTES OF THE MEETING**

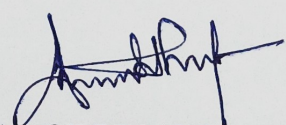
**ACADEMIC YEAR: 2022-2023**

**2020 BATCH**

**DATE:13/10/2023**

1. Approximately 96 students of 3<sup>rd</sup> year MBBS along with their parents were present for meeting
2. Meeting started at 9.30 am at lecture hall I
3. Meeting started with formal welcome of all the faculty and parents by Dr.AnandKarthikeyan (HOD-ENT)
4. HOD's of Department of Ophthalmology, ENT, Community Medicine and Forensic Medicine introduced Faculties, addressed the purpose of meeting and importance of attendance of students.
5. All Parents were directed to concerned faculty, to discuss the progress report of their ward.
6. One to one communication was done by Faculty of each all 3 subjects regarding academic performance in internal term end examination and attendance of their wards with respective parents/Guardians
7. Following suggestions were suggested by some parents
  - Parents were happy with the teachers support and efforts
  - Communication of attendance and academic performance of each Student to their respective parents/Guardians

  
DEAN  
TAGORE MEDICAL COLLEGE & HOSPITAL,  
RATHINAMANGALAM, MELAKOTTAIYUR POST,  
Chennai-600 127.

  
HEAD OF DEPARTMENT  
ENT



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05.10.2023

**From:**

Dr. C. Sivagurunathan

Academic Coordinator Third Year MBBS Part I

Tagore Medical College and Hospital,

Chennai

**To:**

The Dean

Tagore Medical College and Hospital,

Chennai

**Respected Sir,**

**Sub:** Request to conduct Parent-Teacher meeting for 3<sup>rd</sup> Year MBBS – Regarding.

In Consultation with all third year HOD'S we propose to conduct Parent-Teacher meeting for 3<sup>rd</sup> year students on 13<sup>th</sup> Oct 2023, kindly approval the same.


Thanking you,

Yours Sincerely,

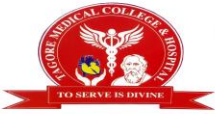
  
DEAN  
TAGORE MEDICAL COLLEGE & HOSPITAL  
RATHINAMANGALAM, MELAKOTTAIYUR POST,  
Chennai-600 127.

ACADEMIC COORDINATOR

THIRD YEAR MBBS PART – I

  
PROFESSOR & HOD  
DEPARTMENT OF FORENSIC MEDICINE  
TAGORE MEDICAL COLLEGE & HOSPITAL  
Rathinamangalam, Chennai-600 127.





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## **DEPARTMENT OF FORENSIC MEDICINE**

### **NOTICE**

**Ref. No. 48/PTM/TMCH/2023**

**Date: 13/10/23**

The Students of Third Year MBBS Part I (2020 Batch) are hereby informed that Parent-Teacher Meeting has been organized jointly by Department of Forensic Medicine, Community Medicine, Ophthalmology, and ENT on 13.10.2023 from 9:00 am to 3:00 pm at Lecture Hall 1 and 2 (Ground Floor).


The parents will meet faculty individually and it is mandatory for all the students & parents to be present at the time of meeting.

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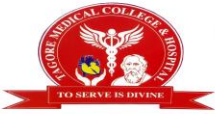
Medical Superintendent

HODs of All Departments

  
**DEAN**  
**TAGORE MEDICAL COLLEGE & HOSPITAL**  
**RATHINAMANGALAM, MELAKOTTAIYUR POST,**  
**Chennai-600 127.**

  
**PROFESSOR & HOD**  
**DEPARTMENT OF FORENSIC MEDICINE**  
**TAGORE MEDICAL COLLEGE & HOSPITAL**  
**Rathinamangalam, Chennai-600 127.**





## **MBBS 2023-2024 – Minutes of the Parents-Teacher Meeting**

Date: 13.10.2023

Time: 9:00 am to 1:00 pm

Venue: Lecture Hall 1 & 2

### **Attendees:**

### **Faculty Members:**

1. Dr. R. Baskar (HOD & Professor)
2. Dr. K. M. Raghavendra (Associate Professor)
3. Dr. Indira Laxman Asangi (Assistant Professor)
4. Dr. Mahendran M (Tutor)
5. Dr. N. Aravinthkumar (Tutor)
6. Dr. R. Malathy (Tutor)
7. Dr. S. Jagadeesh (Tutor)


Parents

Students

### **Agenda:**

1. Opening Remarks
2. Academic Pressure and Mental Health
3. Infrastructure and Facilities
4. Safety and Security
5. Parent Feedback and Questions
6. Faculty Support and Communication
7. Action Plan and Closing Remarks

  
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**Chennai-600 127.**

  
**PROFESSOR & HOD**  
**DEPARTMENT OF FORENSIC MEDICINE**  
**TAGORE MEDICAL COLLEGE & HOSPITAL**  
**Rathinamangalam, Chennai-600 127.**





## 1. Opening Remarks:

Meeting started with formal welcome of all the faculty & parents by Dr. R. Baskar (HOD & Prof. of Forensic Medicine)

HOD's of department of Forensic Medicine, ENT, Community Medicine, Ophthalmology were introduced the faculties and addressed the purpose of meeting and importance of attendance of students.

All parents were directed to concerned faculty to discuss about their progress report.

Each faculty from 3 departments communicated with the parents individually and discussed regarding academic performance in the internal assessment examination and attendance of their respective ward.

## 2. Academic Pressure and Mental Health:

**Discussion:** Parents expressed concerns about the high academic pressure and its impact on students.

**Action:** The faculty assured the regular counseling sessions would be organized, and additional academic support through tutoring and study groups would be provided.

**Discussion:** Mental health concerns due to exam stress were highlighted by several parents.

**Action:** The institution will chance access to mental health resources, Including counseling services and stress management workshops.

## 3. Infrastructure and Facilities:

**Discussion:** Parents pointed out issues with outdated lab equipment and inadequate hostel facilities.

**Action:** The administration committed to upgrading lab equipment and improving hostel conditions. A timeline for these improvements will be shared in the next meeting.

## 4. Safety and Security:

**Discussion:** Safety concerns, especially for hostel residents, were discussed.


**Action:** The administration will enhance security measures, including installing additional CCTV cameras and conducting regular safety drills.

## 5. Parent Feedback and Questions:

**Discussion:** Parents were invited to ask questions and provide additional comments.

**Action:** Several individual concerns were noted, and the administration committed to addressing them promptly.

  
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**PROFESSOR & HOD**  
DEPARTMENT OF FORENSIC MEDICINE  
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## 6. Faculty Support and Communication:

**Discussion:** Parents were happy with the faculty support and efforts.

**Discussion:** Parents are satisfied with communication regarding attendance and academic performance of each student.


## 7. Action Plan and Closing Remarks:

**Summary:** The HOD, Department of Forensic Medicine, summarized the key points and actions agreed upon during the meeting.

**Next Steps:** An action plan with specific timelines will be developed and shared with parents.

**Closing:** The meeting was adjourned with thanks to all participants for their valuable input and cooperation.

  
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## DEPARTMENT OF ORTHOPAEDICS

### NOTICE

Date: 22-07-2023

The students of Final Year MBBS Students (Batch of 2019, 139 Batch) are hereby informed that a parent teacher meeting has been organized jointly clinical departments including Department of Orthopaedics on 02<sup>nd</sup> August 2023 between 8.30am to 2.30pm at 4<sup>th</sup> floor Auditorium, Hospital block.

It is mandatory for all students and their parents to attend the meeting and meet the faculty individually.

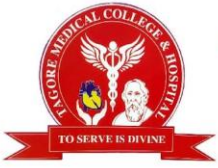
  
Dr. I. JENSON, MS Ortho.,  
Professor & Head  
Department of Orthopaedics  
Tagore Medical College & Hospital  
Rathinamangalam, Chennai-600 127.

HOD

  
DEAN  
TAGORE MEDICAL COLLEGE & HOSPITAL  
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DEAN





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## Minutes of Teacher Meeting

### Department of Orthopaedics,

### Tagore Medical College and Hospital, Chennai

Date: 02-08-2023


Time: 8:30 AM to 2:30 PM

Venue: 4\* floor auditorium, Hospital block

#### Participants:

- Faculty Members of the Department of Orthopaedics
- Parents of Final Year MBBS Students (Batch of 2019, 139 Batch)
- Final Year MBBS Students (Batch of 2019, 139 Batch)

Attendance: Out of 139 students, 127 parents attended the meeting.

  
Dr. I. JENSON, MS Ortho.,  
Professor & Head  
Department of Orthopaedics  
Tagore Medical College & Hospital  
Rathinamangalam, Chennai-600 127.

  
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## Agenda:

1. Discussion of Internal Assessment Marks
2. Performance, Behavior, and Work Ethics
3. Student Discipline and General Remarks
4. Personal Interaction between Parents and Assigned Faculties
5. Strategies for Slow Learners
6. Additional Mentorship for Students

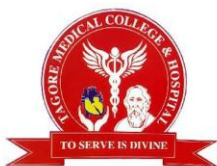
## Meeting Proceedings:

1. Discussion of Internal Assessment Marks
  - Faculty members discussed the internal assessment marks with the parents, highlighting the percentage of marks obtained in various class tests and overall internal assessment.
2. Performance, Behavior, and Work Ethics:
  - The faculties communicated to the parents regarding the performance, behavior, and work ethics of the students throughout the course. The discussion included detailed feedback on each student's academic and extracurricular activities.
3. Student Discipline and General Remarks:
  - Issues related to student discipline were addressed. General remarks about the students' conduct and ethics were discussed to provide a comprehensive overview of their time at the college.

  
Dr. I. JENSON, MS Ortho.,  
Professor & Head  
Department of Orthopaedics  
Tagore Medical College & Hospital  
Rathinamangalam, Chennai-600 127.

  
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#### 4. Personal Interaction:

- Personal interactions between parents and assigned faculties were conducted, which proved useful for parents to understand their child's status not only academically but also regarding their overall view of the college, clinical exposure, physical training, and extracurricular activities.

#### 5. Strategies for Slow Learners:


- Slow learners were identified and suggested to engage in seminars, ICMR, and other research activities. Counseling was provided on how to excel in exams.

#### 6. Additional Mentorship:

- A few parents were advised to meet the students' mentors for a detailed discussion about their child's overall performance and to develop strategies for improvement.

#### Conclusion:

The meeting was successful in bridging the gap between parents and faculty members, providing a platform for discussing students' academic and personal development. The feedback and suggestions provided were well-received, and steps were outlined to support students, especially those who are struggling, to enhance their performance and overall experience at the college.

  
Dr. I. JENSON, MS Ortho.,  
Professor & Head  
Department of Orthopaedics  
Tagore Medical College & Hospital  
Rathinamangalam, Chennai-600 127.

  
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## Action Items:

Faculty Members: Continue monitoring student progress and provide regular updates to parents.


Parents: Engage with mentors and support students in their academic and extracurricular activities.

Students: Follow the advice given during the meeting and seek help from faculty and mentors as needed.

Meeting Adjourned: 2:30 PM Minutes

Prepared by: Dr. Ankith Chacko, Senior Resident

Approved by: Dr. Jenson I, Head of the Department, Orthopaedics

  
Dr. I. JENSON, MS Ortho.,  
Professor & Head  
Department of Orthopaedics  
Tagore Medical College & Hospital  
Rathinamangalam, Chennai-600 127.

HOD

  
DEAN  
TAGORE MEDICAL COLLEGE & HOSPITAL  
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DEAN





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## **DEPARTMENT OF GENERAL SURGERY**

### **NOTICE**

**Date :21/08/23**

The students of Final Year MBBS Students (Batch of 2019-2023) are hereby informed that a parent teacher meeting has been organized jointly clinical departments including Department of General surgery on 23/08/2023 at 9:00 am to 3:00 pm at 5th floor , Hospital block. It is mandatory for all students and their parents to attend the meeting and meet the faculty individually.

  
**HOD & PROE**  
**HOD**  
Department of General Surgery  
Tagore Medical College & Hospital  
Rathinamangalam, Chennai-600 127.

  
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TAGORE MEDICAL COLLEGE & HOSPITAL  
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## **Minutes of the Parent-Teacher Meeting FINAL YEAR MBBS ( 2019 BATCH )**

**Date:** 23/08/2023

**Venue:** 5th Floor Hospital Building

**Time:** 9:00 AM - 3:00 PM

### **Attendees:**

#### **Faculty Members:**

- Dr. Karunanidhi, Head of department and professor
- Dr. Akshaya, Assistant professor
- Dr. Preethiya, Assistant professor


#### **Parents**

#### **Students**

### **Agenda**

1. Opening Remarks
2. Academic Pressure and Mental health
3. Infrastructure and facilities
4. Safety and security
5. Parent feedback and questions
6. Faculty support and communication

- 1. Opening Remarks:** Meeting started with formal welcome of all the faculty & parents by Dr. Karunanidhi, Head of department and professor

  
**HOD & PROF**  
**HOD**  
Department of General Surgery  
Tagore Medical College & Hospital  
Rathinamangalam, Chennai-600 127.

  
**DEAN**  
TAGORE MEDICAL COLLEGE & HOSPITAL  
RATHINAMANGALAM, MELAKOTTAIYUR POST,  
Chennai-600 127.





Hod of department of General Surgery, OBG, orthopedics and General medicine were introduced, the faculties addressed the purpose of meeting and importance of attendance of students

All parents were directed to the concerned faculty to discuss about their progress report. Each faculty from 4 departments communicated with the parents individually and discussed regarding the individual performance in the internal assessment and attendance of respective ward

## **2. Academic Pressure and Mental health**

Discussion: Parents expressed their concern regarding the high academic Pressure and it's impact on students

Action : The faculty assured that regular counselling sessions would be organised and additional academic support through tutoring and study groups would be provided

Discussion: Mental health concerns due to exam stress were highlighted by several parents

Action : the institution will enhance access to mental health resources, including counselling services and stress management workshops

## **3. Infrastructure and facilities:**

Discussion: parents pointed out issues that outdated lab equipment and improving hostel conditions. A timeline of these improvements will be shared in the next meeting

## **4. Safety and security:**

Discussion: safety concerns, especially for hostel residents were discussed

Action : The administration will enhance security measures, including installing additional CCTV cameras and conducting regular safety drills



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### **5. Parent feedback and Questions**

Discussion: Parents were invited to ask questions and provide additional comments affiliated to the Tamilnadu Dr. MGR Medical University & recognised by the ministry of Health & family welfare, Govt of India, New Delhi

Action : several individual concerns were noted and the administration consulted to addressing them properly

### **6. Faculty support and communication**


Discussion: parents were happy with faculty support and efforts

### **7. Action plan and closing Remarks**

Summary: The HOD, Department of General surgery summarised the key points and actions agreed upon next meeting

Next steps: an action plan with specific timelines will be developed and shared with parents

Closing: the meeting was adjourned with thanks to all participants for their valuable input and cooperation

  
HOD & PROF  
HOD  
Department of General Surgery  
Tagore Medical College & Hospital  
Rathinamangalam, Chennai-600 127.

  
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15.09.2023

From

Dr .C. Sivagurunathan  
Academic Coordinator pre final Year  
Tagore Medical College and Hospital,  
Chennai

To

The Dean  
Tagore Medical College and Hospital,  
Chennai

Respected Sir,

Sub: Request to conduct parent teacher meeting for 3<sup>rd</sup> Year MBBS-reg

In Consultation with all third year HOD's, we propose to conduct parent teacher meeting for 3<sup>rd</sup> Year Students on 13<sup>th</sup> Oct 2023. Kindly approval the same.

Thanking you,

Yours Sincerely,

Forwarded to Dean

15/9/23

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TAGORE MEDICAL COLLEGE & HOSPITAL  
Rathinamangalam, Chennai-600 127.

PROFESSOR & HEAD  
Department of Community Medicine  
TAGORE MEDICAL COLLEGE AND HOSPITAL  
Rathinamangalam, Chennai-600 127

DEAN  
TAGORE MEDICAL COLLEGE & HOSPITAL  
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## **III MBBS PARENTS TEACHERS MEETING**

### **MINUTES OF THE MEETING**

**ACADEMIC YEAR: 2023-2024**

#### **2020 BATCH**

**Date: 13/10/2023**

The Parents Teachers Meeting was conducted for III MBBS 2020 Batch was held on 13/10/2023 from 9'30 AM to 12 Noon . out of total 150 students, parents of 150 students attended the PTM meeting. The faculties communicated to the parents regarding the respective student's attendance percentage and Internal Assessment mark percentage and results of Formative Assessment. Apart from this, students' discipline, general remarks and ethics were discussed' Personal Interaction of all parents to assigned faculties was useful regarding since it helped the parents know the status of their child regarding not only academic performance but overall view on the college, their clinical exposure as well as Physical training and extracurricular activities. Also discussed about Time management during exams through time allotment for essays and other sections and sticking with time, using novel presentation skills such as drawing flow-diagrams, summary boxes and thematic answering rather than long paragraphs. slow Learners have been advised to attend remedial classes and assignments' Advanced Learners were suggested to conduct seminars and ICMR and other research activities as well as counseling given on how to excel in Exams. Few Parents were also advised to meet the students Mentor for discussing about the students overall performance.

**ACADEMIC COORDINATOR  
III MBBS**

**DEAN**

**TAGORE MEDICAL COLLEGE & HOSPITAL  
RATHINAMANGALAM, MELAKOTTAIYUR POST,  
Chennai-600 127.**

**PROFESSOR & HEAD  
Department of Community Medicine  
TAGORE MEDICAL COLLEGE AND HOSPITAL  
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## DEPARTMENT OF OBG

### NOTICE

Date: 21/08/2023

The students of Final Year MBBS (2019-2023) are hereby informed that Parent Teachers Meeting has been organized by Department of OBG, Orthopaedics, General Medicine, and General Surgery on 23/08/2023 from 9.00am to 3.00pm at 5th Floor Hospital Building.

The Parents will meet faculty individually and it is mandatory for all the students and parents to be present at the time of meeting

DEAN

TAGORE MEDICAL COLLEGE & HOSPITAL  
RATHINAMANGALAM, MELAKKOTTAIYUR POST,  
CHENNAI - 600127.



# TAGORE MEDICAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur Post, Chennai - 600127.

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## Minutes of the Parent -Teacher Meeting

**MBBS 2023-2024**

**Date:** 23/08/2023

**Venue:** 5th Floor Hospital Building

**Time:** 9:00 AM - 3:00 PM

### Attendees:

#### Faculty Members:

- Dr. Premalatha Head of Department and Professor
- Dr. Deepak Thakker Associate Professor
- Dr Kalpana Associate Professor
- Dr. Jayanthi Senior Resident
- Dr. Uthra Senior Resident

#### Parents

#### Students

### Agenda:

1. Opening Remarks
2. Academic Pressure and Mental Health
3. Infrastructure and Facilities
4. Safety and Security
5. Parent feedback and questions
6. Faculty Support and communication

**1. Opening Remarks:** Meeting started with formal welcome of all the faculty & parents by Dr. Premalatha Head of Department and Professor.

HOD's of department of Anatomy, Orthopaedics, General Surgery were introduced the faculties and addressed the purpose of meeting and importance of attendance of students.

All parents were directed to concerned faculty to discuss about their progress report.

Each faculty from 3 departments communicated with the parents individually and discussed regarding academic performance in the internal assessment examination and attendance of their respective ward.

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## 2. Academic Pressure and Mental Health:

Discussion: Parents expressed concerns about the high academic pressure and its impact on students.

Action: The faculty assured that regular counseling sessions would be organized, and additional academic support through tutoring and study groups would be provided.

Discussion: Mental health concerns due to exam stress were highlighted by several parents.

Action: The institution will enhance access to mental health resources, including counseling services and stress management workshops.

## 3. Infrastructure and Facilities:

Discussion: Parents pointed out issues with outdated lab equipment and inadequate hostel facilities.

Action: The administration committed to upgrading lab equipment and improving hostel conditions. A timeline for these improvements will be shared in the next meeting.

## 4. Safety and Security:

Discussion: Safety concerns, especially for hostel residents, were discussed.

Action: The administration will enhance security measures, including installing additional CCTV cameras and conducting regular safety drills.

## 5. Parent Feedback and Questions:

Discussion: Parents were invited to ask questions and provide additional comments. affiliated to the Tamil Nadu Dr.MGR Medical University & Recognized by the Ministry of Health & Family welfare, Govt. of India New Delhi). Action: Several individual concerns were noted, and the administration committed to addressing them promptly.

## 6. Faculty Support and Communication:

Discussion: Parents were happy with the faculty support and efforts.

• Discussion: Parents are satisfied with communication regarding attendance and academic performance of each student.

## 7. Action Plan and Closing Remarks:

Summary: The HOD, Department of OBG, summarized the key points and actions agreed upon during the meeting.

Next Steps: An action plan with specific timelines will be developed and shared with parents.

Closing: The meeting was adjourned with thanks to all participants for their valuable input and cooperation

*[Signature]*

*[Signature]*

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15.09.2023

From

Dr. C. Sivagurunathan  
Academic Coordinator pre final Year  
Tagore Medical College and Hospital,  
Chennai

To

The Dean  
Tagore Medical College and Hospital,  
Chennai

Respected Sir,

Sub: Request to conduct parent teacher meeting for 3<sup>rd</sup> Year MBBS-reg

In Consultation with all third year HOD's, we propose to conduct parent teacher meeting for 3<sup>rd</sup> Year Students on 13<sup>th</sup> Oct 2023. Kindly approval the same.

Thanking you,

Yours Sincerely,

Forwarded to Dean  
  
15/9/23

15/9/23

Dr. R. Ravikumar  
Reg. No: 35535

DEAN  
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**10.10.2023**

### **CIRCULAR**

This is to inform that **Parent Teachers Meeting(PTM)** for the 3rd year MBBS (2023-2024) batch students will be conducted on **13.10.2023**.

**Venue** : Ophthalmology department

**Time** : 9.30-12.30 pm

  
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TAGORE MEDICAL COLLEGE & HOSPITAL  
RATHINAMANGALAM, MELAKOTTAIYUR POST,  
Chennai-600 127.

  
**Professor & Head of the Department**

Dr. R. Ravikumar  
Reg. No: 35535





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## **Tagore Medical College & Hospital** **Department of Ophthalmology – MBBS 2023-2024 BATCH** **Minutes of the Parents Teachers' Meeting**

**Date : 15.10.2023**

**Date conducted: October 13, 2023**

**Time: 9.00 am to 2.00 pm**

**Venue: Dept of Ophthalmology**

### **Attendees:**

96 parents

### **Agenda:**

1. Presentation of final internal marks and attendance
2. Discussion on the consequences of low attendance and low internal marks
3. Strategies for improvement
4. Open floor for parents' questions and concerns

### **Minutes of the Meeting report:**

#### ***1. Presentation of Final Internal Marks and Attendance:***

##### ***Discussion:***

- The HOD welcomed the parents and outlined the agenda.
- Mentors presented the final internal marks and attendance records for each student.
- Detailed reports were provided to parents, highlighting their child's performance and attendance.

#### ***2. Consequences of Low Attendance and Low Internal Marks:***

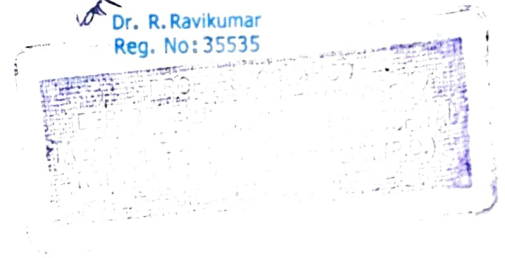
##### ***Discussion:***

- Teachers explained the minimum attendance requirement as per the academic regulations.
- It was emphasized that students with attendance below 80% would face the following consequences:
  - Ineligibility to appear for final exams.
  - The impact of low internal marks was also discussed.
  - Poor performance could affect their overall grade and future academic opportunities.

##### ***Decisions Made:***

- Parents were informed to commit to enforce these consequences to ensure academic discipline and integrity.

  
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### 3. Strategies for Improvement:

#### Discussion:

- Various strategies to help students improve their attendance and internal marks were discussed.
- Emphasis was placed on the collaborative effort between teachers, parents, and students.

#### Decisions Made:

##### Attendance Improvement:

- Regular monitoring and reporting of attendance to parents.
- Encouragement of students to attend all classes and participate actively.

##### Academic Performance Enhancement:

- Additional tutoring sessions for students struggling with their studies.
- Regular feedback sessions between teachers and students to identify areas of improvement.
- Engagement in interactive and practical learning activities to boost interest and understanding.

### 4. Open Floor for Parents' Questions and Concerns:

#### Discussion:

- Parents were invited to ask questions and express their concerns.
- Common concerns included managing study stress, balancing extracurricular activities with academics, and ensuring student motivation.

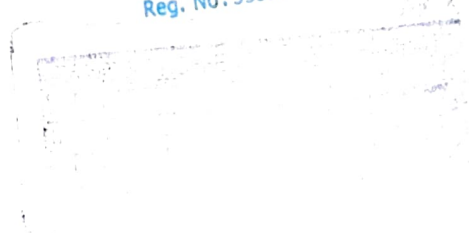
#### Responses and Decisions:

- Mentors and the HOD addressed each concern, providing practical advice and reassurance.
- Extracurricular activities would be balanced with academic schedules to ensure overall development.

Minutes Prepared By: Dr Premsai

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Dr. R. Ravikumar  
Reg. No: 35535





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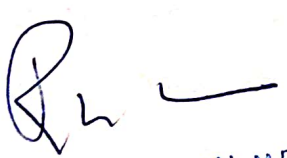
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## DEPARTMENT OF PAEDIATRICS

### NOTICE

The Students of final year MBBS (2019 Batch) are hereby informed that parents teacher meeting has been organized jointly by department of General Medicine, General Surgery, OBG, Orthopaedics, Paediatrics on 23.08.2023 from 9.00 am to 3.30pm at 4<sup>th</sup> floor Auditorium (Hospital building)

The parents will meet faculty individually and it is mandatory for all the students & parents to be at the time of meeting.

  
Dr. T. RAVICHANDRAN, M.D., D.C.H.  
PROFESSOR & HOD  
Department of Paediatrics  
Tagore Medical College & Hospital  
Rathinamangalam, Melakottaiyur P.O.  
Chennai - 600 127.

  
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## MBBS BATCH 2019

### Minutes of the parent Teacher Meeting

Date: 23.08.2023

Time : 08.30Am to 3.30Pm

Venue: 4th floor Auditorium Hospital building

#### Attendees:

- Faculty Members:
  - 1.Prof.Dr.T.Ravichandran
  - 2.Dr.Ramyaa.R
  - 3.Dr.P.Subramani
  - 4.Dr.Dinesh
  - 5.Dr.Arun jeeva
  - 6.Dr.Karthick Suman nath
  - 7.Dr.Barkavi
- Parents
- Students

#### Agenda:

- 1.Opening Remarks
- 2.Academic Pressure and Mental Health
- 3.Infrastructure and Facilities
- 4.Safety and Security
- 5.Parents Feedback and Questions
- 6.Faculty Support and Communication
- 7.Action Plan and Closing Remarks

Dr. T. RAVICHANDRAN, M.D., D.C.H.  
PROFESSOR & HOD  
Department of Paediatrics  
Tagore Medical College & Hospital  
Rathinamangalam, Melakottaiyur P.O.  
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## 1. Opening Remarks:

- Meeting started with formal welcome of all the faculty & parents by Dr.T Ravichandran (Prof & HOD)
- HOD's of department of paediatrics, General Medicine, General Surgery, OBG, Orthopaedics were introduced the faculties and addressed the purpose of meeting and importance of attendance of students.
- All parents were directed to concerned faculty to discuss about their progress report.
- Each faculty from 5 departments communicated with the parents individually and discussed regarding academic performance in the internal assessment examination and attendance of their respective ward.

## 2. Academic Pressure and Mental Health:

- Discussion: Parents expressed concerns about the high academic pressure and its impact on students.
- Action: The faculty assured that regular counselling sessions would be organized, and additional academic support through tutoring and study groups would be provided.
- Discussion: Mental health concerns due to exam stress were highlighted by several parents.
- Action: The institution will enhance access to mental health resources, including counselling services and stress management workshops.


## 3. Infrastructure and Facilities:

- **Discussion:** parents pointed out issues with outdated lab equipment and inadequate hostel facilities.
- **Action:** The administration committed to upgrading lab equipment and improving hostel conditions. A timeline for these improvements will be shared in the net meeting.

## 4. Safety and Security:

- Discussion: Safety concerns, especially for hostel residents, were discussed.
- Action: The administration will enhance security measures, including installing additional CCTV cameras and conducting regular safety drills.

## 5. parent feedback and Questions;

  
DR. T. RAVICHANDRAN, M.D., D.C.H.  
PROFESSOR & HOD  
Department of Paediatrics  
Tagore Medical College & Hospital  
Rathinamangalam, Melakkottaiyur P.O.

  
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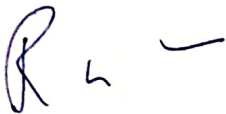
- Discussion : parents were invited to ask question and provide additional comments.
- Action: Several individual concerns were noted, and the administration committed to addressing them promptly.

## 6. Faculty support and Communication:

- Discussion: Parents were happy with the faculty support and efforts.
- Discussion: Parents are satisfied with communication regarding attendance and academic performance of each student.

## 7. Action plan and Closing remarks:

- Summary : The HOD department of paediatrics , summarized the key points and actions agreed upon during the meeting
- Next steps: An action plan will with specific timelines will be developed and shared with parents.
- Closing : The meeting was adjourned with thanks to all participants for their valuable input and cooperation.

  
Dr. T. RAVICHANDRAN, M.D., D.C.H.  
PROFESSOR & HOD  
Department of Paediatrics  
Tagore Medical College & Hospital  
Rathinamangalam, Melakottaiyur P.O.  
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TMCH/Micro/1323

Date: 15.04.2024

From

Dr.P.R. Thenmozhi Valli  
The Academic Coordinator  
2<sup>nd</sup> Year  
Department of Microbiology  
Tagore Medical College & Hospital  
Chennai

To

HOD of Pathology, Pharmacology  
Tagore Medical College & Hospital  
Chennai

Respected Sir,

Sub: To conduct Parent-Teachers Meeting on 17.04.2024 & 18.04.2024. - Reg.

We would like to conduct Parent-Teachers Meeting on 17.04.2024 & 18.04.2024  
from 8.30 am to 2.00 pm for II<sup>nd</sup> MBBS students.

Thanking you

Yours sincerely,

Copy to :

HOD of Pharmacology

HOD of Pathology

1/1/2024  
15/04/24  
HOD

*Thenmozhi Valli*

Professor & HOD  
DEPARTMENT OF PHARMACOLOGY  
Tagore Medical College & Hospital  
Rathinamangalam, Chennai-600 127.

*Thenmozhi Valli*  
DEAN  
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### PARENTS TEACHERS MEETING - REPORT DEPARTMENT OF PHARMACOLOGY

Ref No: TMCH/114-PHARM/2024

Date: 18/05/2024

From  
Dr.K.Ponraj  
Professor & Head  
Department of Pharmacology  
Tagore Medical College and Hospital  
Chennai

To  
Academic coordinator,  
Tagore Medical College and Hospital,  
Rathinamangalam  
Chennai

Respected Madam,

1. We conducted parents teacher meeting for 3 days (17/04/2024 to 18/04/2024 & 03/05/2024)
2. 111/114 -Parents attended with their wards.
3. Student Performance percentage

IA - MARKS		PRACTICAL MARKS	
PASSED	67	PASSED	128
NOT PASSED	47	NOT PASSED	17+9 (absent) = 26

4. We discussed attendance, Internal Assessment I, II, III marks & practical marks.
5. Oral feedback obtained from student who were poor performers were as follows:
  - a. Could not remember answers
  - b. Could not complete portions due to last minutes learning
  - c. Portion busy
6. Parents feedback:
  - a. To send internal assessment marks & attendance monthly.
  - b. Parents requested A/C study hall in hostel
  - c. Parents requested A/C waiting room for attending Parents teacher Meeting.

#### 7. Suggestions from our department.

- a. Exclusive reading hours for hostel student in A/C study hall.
- b. Dedicated study hours for slow learning students as provided classes during vacations.
- c. We counselled student in the presence of parents to allot 1-week for each subject and complete portions well in advance.
- d. Students were advised to learn more, study deeply and ask doubts.
- e. Students were advised to be prompt in completing assignment record etc...
- f. Instant improvement of student after each class for improving student attention during class. Marks to be considered for internal assessment.
- g. Facility for flipped classroom for topics in most know areas.

Thanking you,

Respectfully,  
  
(Dr.K.Ponraj)

Professor & HOD  
DEPARTMENT OF PHARMACOLOGY  
Tagore Medical College & Hospital  
Rathinamangalam, Chennai-600 127.

Professor & HOD  
DEPARTMENT OF PHARMACOLOGY  
Tagore Medical College & Hospital  
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