

# **PTWA COORDINATION**

## **Sample Policy/Manual**

### **Composition of PTWA Coordination**

- Committee consists of 7 faculty members, one member from each department including the Applied Science & Humanities Department.
- Out of seven members, one member will be the coordinator or convenor of the committee.
- The term of the committee shall be of one year.

### **PTWA Committee Role & Responsibilities**

- Constitute PTWA Executive Committee by selecting one parent from each class in the beginning of each academic year.
- Conduct of PTWA Executive meeting.
- Arrange PTWA meeting class wise once in a semester after internal exams.
- MoM, attendance sheet, feedback and other proofs to be collected and maintained properly in each department.

### **Frequency of Meeting**

- Class wise PTWA meeting once in a semester.
- Meeting among PTWA committee members twice or thrice in a semester.

### **For Complaints**

Complaint Email: [ptwa@sahrdaya.ac.in](mailto:ptwa@sahrdaya.ac.in)