



EDUCATION IS DEDICATION

# SAHRDAYA

COLLEGE OF ENGINEERING & TECHNOLOGY

Kodakara, P.B.No.17, Thrissur (Dt), Kerala State, India - 680684

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## Duties and Responsibilities of the PTWA Coordination Committee

1. **Compliance with APJAKTU Statutes:** Ensure adherence to the guidelines and regulations outlined in APJAKTU statute Chapter 4 Statute 8, pertaining to the establishment and functioning of the Parent-Teacher Welfare Association (PTWA).
2. **Formation and Constitution:** Facilitate the formation and constitution of the PTWA, in line with the statutory requirements and university guidelines.
3. **Communication Bridge:** Serve as a vital communication bridge between parents, staff, and the college administration, facilitating dialogue and collaboration.
4. **Meetings and Gatherings:** Arrange and conduct regular PTWA meetings (at least once a semester), general body meetings, and other gatherings to discuss matters of mutual interest, academic progress, and student welfare.
5. **Academic Progress:** Collaborate with teachers and college management to assess and enhance the academic progress of students, seeking feedback and suggestions from parents.
6. **Feedback Mechanism:** Establish and maintain a structured feedback mechanism to gather input from parents regarding college policies, teaching methodologies, and any areas that require improvement.
7. **Information Dissemination:** Disseminate relevant information to parents regarding academic calendars, examination schedules, CAT examination progress reports, and other important updates.
8. **Meeting Minutes Documentation:** Ensure the accurate recording, documentation, and safekeeping of meeting minutes from PTWA meetings and general body gatherings.
9. **Annual Reports:** Prepare and present annual reports on PTWA activities and achievements in accordance with APJAKTU guidelines.
10. **Safeguarding PTWA Values:** Uphold the values and principles of the PTWA as outlined in the APJAKTU statute, striving for its continuous improvement and effectiveness.



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