



B.L.D.E. Association's

COLLEGE OF PHARMACY

JAMKHANDI -587301 Dist: Bagalkot-Karnataka

(Approved by Government of Karnataka, Pharmacy Council of India, New Delhi & Affiliated to Rajiv Gandhi University of Health Sciences Karnataka, Bangalore)



Email: principal.copjkd@bldea.org, Phone: 08353-200012 Mob: 9008839355

Ref. No: BLDEA/COP/JKD/2025

Date: 16/12/2025

OFFICE ORDER

Sub: Constitution of Parents-Teachers Association (PTA) Committee
(Ref: NAAC Guidelines – Student Support and Progression)

In accordance with the guidelines of the National Assessment and Accreditation Council (NAAC) and in order to strengthen interaction between parents and teachers for the academic and overall development of students, the Parents-Teachers Association (PTA) is hereby constituted in BLDEA's College of Pharmacy, Jamkhandi with immediate effect.

Composition of PTA Committee

Sl. No.	Name	Designation	Role
1	Dr. B Shivakumar	Principal	Chairperson
2	Dr. Sujata Biradar	Assistant Professor	Co-ordinator
3	Mr. Shekhar M Teli	Assistant Professor	Member
4	Mr. Mahantesh Nesoor	Parents	Parent Representative Member
5	Mr. Appu Chavan	Parents	Parent Representative Member
6	Mrs. Nisarga Shilin	Student	Student Representative Member

Parent-Teacher Association:

The association involves in organizing annual parent teacher meet that helps in bridging the gap between the institution and parents and students.

Functions of the PTA:

- Conduct PTA meetings periodically
- Discuss academic performance and student-related issues
- Facilitate effective communication between parents and faculty
- Provide constructive feedback to the institution
- Support student development activities



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Objectives:

- To elevate interaction between parents and teachers
- To collect the feedback from the parents who have enrolled their children to our institute.
- Provide awareness among the parents regarding academic and non-academic activities going in the institute.

Roles and Responsibilities:

- Organize annual PTM
- Allow teachers to put forward any issues related to student activity to their parents
- Collect the feedback from the parents who have enrolled their children to our institute.
- Work on the suggestions given by students and parents regarding the betterment of the institute.

The PTA Committee shall meet at least once in each semester. The tenure of the committee shall be one academic year or until further orders.

This order comes into force with immediate effect.


Principal, 16/11/21
BLDEA's College of Pharmacy
Jamakhandi-587301 Dist: Bagalkot



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Date:

MINUTES OF THE FIRST MEETING OF PARENTS-TEACHERS ASSOCIATION (PTA)

Date: 15/12/2025

Time: 10:30Am

Venue: Principal's Office

Members Present

Sl. No.	Name	Designation	Role	Signature
1	Dr. B Shivakumar	Principal	Chairperson	
2	Dr. Sujata Biradar	Assistant Professor	Co-ordinator	
3	Mr. Shekhar M Teli	Assistant Professor	Member	
4	Mr. Mahantesh Nesoor	Parents	Parent Representative Member	
5	Mr. Appu Chavan	Parents	Parent Representative Member	
6	Mrs. Nisarga Shilin	Student	Student Representative Member	

Agenda of the Meeting:

1. Formation and objectives of the PTA
2. Academic performance and attendance of students
3. Parent feedback on teaching-learning process
4. Student discipline, mentoring, and support services
5. Suggestions for academic and infrastructural improvement
6. Any other matter with the permission of the Chair

Proceedings of the Meeting:

Agenda 1: Formation and Objectives of the PTA

The Chairperson welcomed all members and explained the purpose of forming the PTA as per NAAC guidelines, emphasizing active parental involvement in students' academic progress and overall development.



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Resolution:

The members unanimously approved the formation and objectives of the PTA.

Agenda 2: Academic Performance and Attendance

The faculty members briefed the parents about students' academic performance, attendance requirements, and internal assessment system.

Resolution:

Parents were advised to regularly monitor attendance and academic progress of their wards.

Agenda 3: Parent Feedback on Teaching–Learning Process

Parents shared their feedback and suggestions regarding teaching methods, communication, and academic support.

Resolution:

It was resolved to consider the feedback for continuous improvement in teaching–learning practices.

Agenda 4: Student Discipline, Mentoring, and Support

The importance of mentoring, counselling, and discipline was discussed. The mentoring system and support services available in the institution were explained.

Resolution:

The PTA resolved to strengthen mentor–mentee interaction and parental communication.

Agenda 5: Suggestions for Improvement

Parents suggested improvements related to:

Academic support and remedial classes

Co-curricular and extracurricular activities

Student counselling and career guidance

Resolution:

The suggestions were noted and forwarded to the Principal and IQAC for necessary action.

Agenda 6: Any Other Matter

No other matter was discussed.

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Conclusion

The meeting concluded with a vote of thanks to the Chair. The Chairperson thanked the parents for their valuable suggestions and assured them of continuous academic support to students.

Signatures

Chairperson PTA

Name: Dr. B. Shivakumar

Signature: B. Shivakumar

Coordinator PTA

Name: Dr. Sujata. Biradar

Signature: Sujata