

511.3.2 Format for Reporting about PTA/MTA/SMC meeting

Name of the Teacher Trainee : _____

Enrolment No. : _____

Class: _____ Date: _____

(i) Description of the preparatory activities for conducting PTA/MTA/SMC meeting:

(ii) Objectives of the meeting : _____

(iii) Steps taken for conducting the meeting:

(iv) Procedures of conducting the meeting in the school: _____

(v) Problems encountered for conducting the meeting : _____

(vi) Solution envisaged relating to the problem: _____

(vii) Impact of the meeting on school environment: _____

Signature of the Teacher Trainee

Counter signature by the Head Master with office seal

Signature of Mentor

Signature of Supervisor