



Ref. No.: SSIT/FY/25-26/33-A

Date: 14-11-2025

NOTICE

All the concerned subject teachers of the respective sessions are hereby informed that a Parent-Teacher Meeting (PTM) is scheduled to be conducted on **21st November 2025**. In view of this, all faculty members are directed to submit the evaluated answer sheets along with the input of marks in both hard and soft copies. The **soft copy** must be emailed to **fyssit2526@gmail.com**, and the **hard copy** must be submitted to the **HoD Office** on or before **4:00 PM on 19th November 2025**. All faculty members are instructed to strictly adhere to the deadline to ensure the smooth conduct of the Parent-Teacher Meeting.

Head of ~~Dep~~rtment
First Year Engineering
Swaminarayan Siddhanta Institute of Technology

Copy to:

1. The Principal
2. IQAC Coordinator
3. Academic Coordinator
4. HoD (FY/CE/CV/ME/ETC/MBA)
5. Concerned Persons
6. Circulation among staff