



The Greenhills Public School

Sulthan Bathery

(A unit of Meenakshi Charitable Trust)
Moolankave P.O, Wayanad Dist. Kerala, PIN- 673592,
Ph: 04936-220189, Mob: 8078400401
AFFILIATED TO CBSE, New Delhi - No. 930474

AFFIDAVIT

Regarding Conduct of Regular Parent–Teacher Meetings and Record Maintenance

I, the undersigned, **Dr. C. J. Chacko**, S/o Joseph, aged 52 years, presently serving as the **Principal, The Greenhills Public School**, Moolankave P.O. Sultan Bathery, District Wayanad, Kerala – 673592, do hereby solemnly affirm and state as follows:

1. Conduct of Regular Parent–Teacher Meetings (PTM)

That **The Greenhills Public School** conducts **regular Parent–Teacher Meetings** as part of its academic and student development framework in accordance with:

- **CBSE Affiliation Bye-Laws (2018, Chapter 11 – School Administration & Academics)**
- The school's internal **Academic Calendar**

PTMs are conducted:

- At least **once every academic term**
- Additionally, **as and when required** to address academic or behavioural concerns

2. Participation

PTMs involve:

- Class teachers
- Subject teachers
- Parents / Guardians of students
- When necessary, **School Counsellor, Warden (for hostel students) and Administrative Officer**

Parent participation is encouraged and recorded for **follow-up and student development**,
of **The Greenhills Public School**

Chairman

DR. C. J. CHACKO, PRINCIPAL
THE GREENHILLS PUBLIC SCHOOL
SULTHAN BATHERY, MOOLANKAVE P.O.,
WAYANAD DT. - 673 592

3. Record Maintenance

The school maintains:

- PTM Attendance Register
- PTM Minutes / Proceedings Register
- Student-Wise Progress Discussion Notes (when required)
- Action Taken Reports (ATR) on issues raised by parents

These records are:

- Signed by Class Teachers / Principal
- Filed and preserved in the School Administrative Office
- Available for inspection by CBSE / Government authorities

4. Feedback and Action

Parent feedback received during PTMs is:

- Compiled systematically
- Reviewed by Class Teachers / Subject Teachers
- Escalated to Vice Principal / Principal when needed
- Appropriate remedial / corrective actions are implemented

5. Declaration

I hereby affirm that:

- The above statements are **true and correct** to the best of my knowledge
- The school maintains **full transparency** in academic communication with parents
- Relevant records are **intact and available for inspection** at any time

Place: Sultan Bathery, Wayanad

For The Greenhills Public School

Mr. Surendranath V G ^{Chairman}

Chairman 
Meenakshi Charitable Trust


Dr. C. J. Chacko

^{Principal}
Dr. C J CHACKO, PRINCIPAL
KL-75433, THE GREENHILLS PUBLIC SCHOOL
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