

**MARIAN ENGINEERING COLLEGE
TRIVANDRUM**

No.MEC/QR-72/PRL/25-26/220

16.09.2025

NOTICE TO FACULTY

PTA meeting for the S3, S5 and S7 B.tech classes is scheduled for September 20, 2025, from 9:30 am to 12:30 pm.

All concerned staff advisors must make sure that the staff members handling the classes have completed the test & assignment mark and attendance entry in etlab and keep the progress reports/ series marks/university results/ attendance report ready before the PTA meeting.

Staff advisors also request to inform the parents regarding the PTA meeting without delay.


PRINCIPAL

Copy to: Manager, File

E-Copy to: Bursar, Dean, Hods & Faculty's