



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/PTA/AY2014-15/01

Date: 31/05/2014

OFFICE ORDER

With reference to the office order "CMRCET/PRIN/21/2014, Dated 15th April, 2014", Parent Teacher Association (PTA) Committee is constituted with the following Members for the A.Y 2014-15.

The composition of Parent Teacher Association is as follows:


| S.No | Name of the Member | Designation | Position |
|------|------------------------------|------------------------------|----------|
| 1. | Dr.M.Ramalinga Reddy | Principal | Chairman |
| 2. | Mrs. B. Premalatha | Associate professor | Convener |
| 3 | Prof. B. Lokeswara Rao | Professor | Member |
| 4 | Dr. Y. Rama Mohan | Professor | Member |
| 5 | Mr. C. Shekar | Asst. Professor | Member |
| 6 | Mr. N. Muneshu Babu | Associate Professor | Member |
| 7 | Mr.B.Sivaiah | Associate Professor | Member |
| 8 | Mr. B. Prashanth Kumar Reddy | Asst. Professor | Member |
| 9 | Ms T Sharanya | Asst. Professor | Member |
| 10 | Mr. M. Venkateswara Rao | Parent from MECH department | Member |
| 11 | Mr. D.Veeranagi Reddy | Parent from MBA Department | Member |
| 12 | Mr. G.Muraleedhar | Parent from ECE Department | Member |
| 13 | Mr. M.Vishwanath Reddy | Parent from EEE Department | Member |
| 14 | Mrs.Fatima Mary | Parent from CIVIL Department | Member |
| 15 | Mr.Y.V.Ramana Murthy | Parent from H&S Department | Member |
| 16 | Mr.A.Venkata Ramana Reddy | Parent from CSE Department | Member |


Principal

Copy Submitted to: (1) The Secretary Garu – For your kind information PI.

Copy to:

1. IQAC Coordinator
2. Controller of Examinations
3. All HODS
4. Administrative Officer
5. Accounts Officer
6. Students Notice Board


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NAAC Accredited Institution with 'A' Grade
Kandlakoya (V), Medchal Road, Hyderabad -501401.

CMRCET/PRIN/PTA/AY2015-16/CIR-01


Date: 03/06/2014

CIRCULAR

All the Parents Teacher Association (PTA) members are hereby informed that, the PTA committee meeting is scheduled on 06.06.2015 at 2.00PM. The venue will be the ECE Seminar Hall Block II. All are requested to be present on time.

The Agenda of the meeting is:

1. Review of previous year decisions
2. Discussion about the student's welfare measures.
3. Discussion on parents' feedback on curriculum and infrastructure.
4. New ideas and suggestions from the parent body to help and enhance the overall and all-round education experience.
5. Plan of Action for the next Academic Year.



Convener


Principal

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**Academic Year 2014-15
Parents Teacher Association (PTA)**

Date: 07.06.2014

Time:2.00PM

Venue: ECE Seminar Hall

MINUTES OF MEETING

- The Meeting was started at 2.00pm in the ECE Seminar Hall on 07.06.2014.
- The Chairman welcomed the committee members and read the agenda
- The Chairman then asked the members to introduce themselves.
- The Committee members discussed about the agenda points one by one.
- First the committee members discussed about SOP

Standard operating Procedure for the conduction of PTM

1. The PTA Committee will meet at the beginning of each Academic year.
2. The budget proposal will be prepared by PTA for PTM gets approval from principal.
3. The PTM usually planned once in an academic year i.e., one of the Sundays in September.
4. The respective Mentors of the Mentees will invite the parents on phone call and by sending the invitation letter.
5. All Subject teachers are to be appointed to actively assist in the establishment of the PTM.
6. In the PTM meeting the head of the institute explains general Guidelines Academic regulations, training and other things to the parents.
7. Student Data Sheet is Shown to the Parents and comments given by the parent are noted in the same sheet
8. Student Performance cum attendance Report is issued to the Parents.
9. Feedback forms are collected from the parent during the parent Teacher Meet

Objectives of PTM


1. The PTA committee will discuss about the Parent Teacher Meet (PTM)
2. Focuses on the parent's feedback on Curriculum and infrastructure and also on student's related issues.

Roles & Responsibilities of the Committee

1. Organize PTM once in a year as per the schedule.
2. Discuss about the welfare of the students, teachers and the overall development of the Organization.
3. Encourages decent relation among the members of teaching staff, students and parents.
4. Suggestions/complaints are taken from the parents regarding Academics and other things.
5. Suggestions/Complaints are taken from the parents regarding infrastructure.
6. Discuss about curriculum gaps and suggest upgrading in the curriculum for the overall development of the students.
7. The parents Teacher Association discusses about Co-Curricular and Extra Curricular programs for the Complete development of the students.

Frequency of committee meeting

- Once in the every Academic year.


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The details of the PTM planned in the Academic Year 2014-15

| Sl. No. | Name of Event | Planned date |
|---------|--------------------------|--------------|
| 1. | Parents Teachers Meeting | 20/9/2014 |

The Members presents for PTA meeting:

| S.No | Name of the member | Designation | Position | Signature |
|------|----------------------------|------------------------------|----------|-----------|
| 1. | Dr. M. Ramalinga Reddy | Principal | Chairman | |
| 2. | Mrs. B. Premalatha | Associate professor | Convener | |
| 3. | Prof. B. Lokeswara Rao | Professor | Member | |
| 4. | Dr.Y.Rama Mohan | Professor | Member | |
| 5. | Mr. C. Shekar | Asst. Professor | Member | |
| 6. | Mr. N. Muneshu Babu | Associate Professor | Member | |
| 7. | Mr.B.Sivaiah | Associate Professor | Member | |
| 8. | Mr.B.Prashanth Kumar Reddy | Asst. Professor | Member | |
| 9. | Ms. T. Sharanya | Asst. Professor | Member | |
| 10. | Mr.M.Venkateswara Rao | Parent from MECH department | Member | |
| 11. | Mr. D.Veeranagi reddy | Parent from MBA Department | Member | |
| 12. | Mr. G.Muraleedhar | Parent from ECE Department | Member | |
| 13. | Mr. M.Vishwanath Reddy | Parent from EEE Department | Member | |
| 14. | Mrs. Fatima Mary | Parent from civil Department | Member | |
| 15. | Mr.Y.V.Ramana Murthy | Parent from H&S Department | Member | |
| 16. | Mr.A.Venkata Ramana Reddy | Parent from CSE Department | Member | |

Convener

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Principal
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Date: 01.09.2014

To,
The IQAC Coordinator,
CMRCET.

Sub: Approval to organize Parent Teacher Meeting (PTM) for the A.Y:2014-15

Respected Sir,

As discussed in PTA committee meeting it was planned to conduct PTM for our students on 20/09/2014 in the A.Y 2014-15. Hence I request you to kindly permit to organize the PTM.

Thanking you,

*Approved
B.P.L
11/9/14.*

Coordinator
Internal Quality Assurance Cell
CMR College of Engineering & Technology
Kandlakoya (V), Medchal Road,
Hyderabad - 501 401.

Yours faithfully

B.P.L
B.Premalatha
(Convener)

PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.



Strategic Perspective Plan for the Academic Year 2014-15

| Sl. No. | Date of the Event | Dept./Committee | Name of the Event | Details |
|---------|-------------------|---------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | 20.09.2014 | Parent Teacher Association(PTA) | Parent Teacher Meeting (PTM) | 1. To establish healthy relation between parents, students and teachers. 2. Suggestion /Complaints are taken from the parents. 3.Student performance Evaluation sheets are given to the parents |

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Parent Teacher Association (PTA) Committee - Strategy Document

1. The PTA Committee meeting is conducted at the beginning of each academic year.
2. A brief synopsis is given by the committee on the importance of committee.
3. Parents are invited for Parent teacher meeting along with their ward.
4. Suggestions from parents on curriculum, infrastructure, co curricular and extracurricular activities are taken and these suggestions/compliments are considered

IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
CMR College of Engineering & Technology
Kandlakoya (V), Medchal Road,
Hyderabad - 501 401.

Principal

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Date: 03.09.2014

To,
The Principal
CMRCET.
Through IQAC

Sub: Permission to organize Parent Teacher Meeting (PTM) in the A.Y:2014-15

Respected Sir,

We planned to organize PTM for our students on 20/09/2014 with prior permission from IQAC.
Hence I request you to kindly permit to organize the event.

Thanking you Sir,

*Recommended
Approved*

Coordinator
Internal Quality Assurance Cell
CMR College of Engineering & Technology
Kandlakoya (V), Medchal Road,
Hyderabad - 501 401.

Yours faithfully

B.P.L.
B.Premalatha
(Convener)

Approved

[Signature]

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CIRCULAR

This is to inform all the Parent Teacher Association (PTA) members, students and parents that the parent teacher meeting (PTM) is scheduled on 20.09.2014. All students and parents are requested to attend the meeting.



Convener


Principal

Copy Submitted to: (1) The Secretary Garu – For your kind information Pl.

Copy to:

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Date: 22.09.2014

Academic Year 2014-15
Report on
Parent Teacher Meeting (PTM)

- The Meeting was started at 10.00AM in the CMRCET Ground
- 520 parents of B.Tech, M.Tech, MBA were attended the PTM. .
- The Principal welcomed all the parents.
- Principal introduced all the HODs to the parents then he spoke about curriculum, anti Ragging measures taken by the college, infrastructure facilities of the departments, co curricular and extracurricular activities taken place in the college.
- He also discussed about mentoring system and finally he concluded his speech.
- Later head of the department (HOD) of each department addressed the gathering about their departments regarding infrastructure, faculty, rules and regulations, detention system etc..
- Later some parents expressed their doubts in the open forum regarding
- Some of the parents expressed doubts about the employability skills of their wards
- Some parents expressed their feeling about safety and security of their female wards.
- Some parents discussed about library books.
- Some parents are asked about more number of Smart class rooms to understand concepts clearly.
- The program ended with vote of thanks.
- Then, all the parents, students and faculty are proceeded for launch.
- After Lunch break the parents along with their ward meet the mentors of the mentees for their ward progress in academics.
- Finally the program ended.




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CIRCULAR

This is to inform to all the Parent teacher association members that the Annual review meeting is planned on 30.12.2014 hence all the members are requested to attend.

Agenda points of Annual Review meeting

- To discuss about feedback taken by the parents in PTM meeting.
- Plan of action for the next academic year. ^


Convener


Principal

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Academic Year 2014-15

Date:30.12.2014

venue: ECE Seminar Hall.

MINUTES OF MEETING

- The Meeting was started at 10.00AM in the ECE Seminar Hall .
- The Chairman welcomed the committee members and read the agenda
- The Chairman then asked the opinion on each agenda point.
- The Committee members discussed about the agenda points one by one.
- First the committee discussed about how to improve the employability skills of the students and parents are given suggestions to include new courses and labs to improve the skills.
- Second the committee discussed about female students safety and security and parents given suggestions on for the establishment of women protection cell in the college.
- Next the committee discussed about issues related to library books
- Finally it discussed about increase the smart class rooms for clear understanding of the concepts.
- Finally the committee has taken some resolutions and sent for IQAC approval.

The Members presents for PTA meeting:

| S.No | Name of the member | Designation | Position | Signature |
|------|----------------------------|------------------------------|----------|-----------|
| 1. | Dr. M. Ramalinga Reddy | Principal | Chairman | |
| 2. | Mrs. B. Premalatha | Associate professor | Convener | |
| 3. | Prof. B. Lokeswara Rao | Professor | Member | |
| 4. | Dr.Y.Rama Mohan | Professor | Member | |
| 5. | Mr. C. Shekar | Asst. Professor | Member | |
| 6. | Mr. N. Muneshu Babu | Associate Professor | Member | |
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| 8. | Mr.B.Prashanth Kumar Reddy | Asst. Professor | Member | |
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Date:02/01/2015

To,
The IQAC coordinator,
CMRCET
Sub: Annual Report on PTM.

Respected sir,

I, B.Premalatha convener of the PTA committee writing the annual report on PTA committee and PTM held on 20/09/2014. In the PTM meeting the parents individually meet the mentors of the mentees and as well as individual subject teachers to know the progress about their ward.


The following are the some suggestions are given by the parents

1. Some of the parents expressed doubts about the employability skills of their wards.
2. Some parents expressed their feeling about safety and security of their female wards.
3. Some parents discussed about library books.
4. Few parents discussed about more number of smart class rooms for clear understanding of the concepts.


I request you to please go through the suggestions given by the parents for necessary action.

Thanking you sir

Yours Faithfully


B.Premalatha
(Convener)


Coordinator
Internal Quality Assurance Cell
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