

CMRCET/PRIN/PTA/AY2015-16/01

Date: 30/05/2015

**OFFICE ORDER**

With reference to the office order "CMRCET/PRIN/21/2014, Dated 15<sup>th</sup> April, 2014", Parent Teacher Association (PTA) Committee is reconstituted with the following Members for the A.Y 2015-16.

The composition of Parent Teacher Association is as follows:

S.No	Name	Designation	Position
1	Dr.M. Rama Linga 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	M. C. Shekar	Asst. Professor	Member
6	Mr.B.Sivaiah	Associate Professor	Member
7	Mr. N. Muneshu Babu	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. K. Phalguna Rao	Parent from MBA Department	Member
12	Mr. G.Muraleedhar	Parent from ECE Department	Member
13	Mr. B. Nagesh	Parent from EEE Department	Member
14	Mrs. Sripathi Sunitha Rao	Parent from CIVIL Department	Member
15	Mr.S.Venkateswara Rao	Parent from H&S Department	Member
16	Mr.A.Venkata Ramana Reddy	Parent from CSE Department	Member

*[Handwritten Signature]*

Principal

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

Copy to:

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

**PRINCIPAL**  
CMR COLLEGE OF ENGINEERING & TECH.  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501401.



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

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

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

Date: 03/06/2015

## 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

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

Copy to:

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

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

**Academic Year 2015-16  
Parents Teacher Association (PTA)**

Date: 06.06.2015

Time:2.00PM

Venue: ECE Seminar Hall

**MINUTES OF MEETING**

- The Meeting was started at 2.00pm in the ECE Seminar Hall on 06.06.2015.
- The Chairman welcomed the committee members and read the agenda
- The Chairman then asked the Convener to read the previous Minutes of Meeting.
- The Committee members discussed about the agenda points one by one.

**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 every academic Year i.e., any one of the Sunday 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**

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



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

NAAC Accredited Institution with 'A' Grade

Kandlakoya (V), Medchal Road, Hyderabad -501401.

## Frequency of Meeting

- Once in the every year.

The PTM is scheduled for the Academic year 2015-16 is as follows

Sl.No.	Name of Event	Planned date
1.	PTM	20/9/2015

The Members presents for PTA meeting:

S.No	Name	Designation	Position	Signature
1	Dr.M. Rama Linga 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	M. C. Shekar	Asst.Professor	Member	
6	Mr.B.Sivaiah	Associate -Professor	Member	
7	Mr. N. Muneshu Babu	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. K. Phalguna Rao	Parent from MBA Department	Member	
12	Mr. G.Muraleedhar	Parent from ECE Department	Member	
13	Mr. B. Nagesh	Parent from EEE Department	Member	
14	Mrs. Sripathi Sunitha Rao	Parent from CIVIL Department	Member	
15	Mr.S.Venkateswara Rao	Parent from H&S Department	Member	
16	Mr.A.Venkata Ramana Reddy	Parent from CSE Department	Member	

Convener

**PRINCIPAL**  
CMR COLLEGE OF ENGG. & TECH.  
Kandlakoya (V), Medchal Road,  
Hyderabad-501401.

**PRINCIPAL**  
CMR COLLEGE OF ENGG. & TECH.  
Kandlakoya (V), Medchal Road,  
Hyderabad-501401.



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

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

Date 8.09.2015

To,  
The IQAC Coordinator  
CMRCET

Sub: Permission to organize Parent Teacher Meeting (PTM) in the A.Y 2015-16.

Respected Sir,

As discussed in PTA committee, it was planned to organize PTM for our students in the A.Y 2015-16 on 20/09/2015. Hence I request you to kindly permit to organize the PTM.

Thanking you,

*Approved  
B.Premalatha*

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

Yours faithfully

*BPL*  
B.Premalatha  
(Convener)

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



**Strategic Perspective Plan for the Academic Year 2015-16**

Sl. No.	Date of the Event	Dept./Committee	Name of the Event	Details
1	20.09.2015	Parent Teacher Association(PTA)	Parent Teacher Meeting (PTM)	<ol style="list-style-type: none"><li>1. To establish decent relation between parents, students and teachers.</li><li>2. Suggestion /Complaints are taken from the parents.</li><li>3. Student performance Evaluation sheets are given to the parents.</li><li>4. To discuss about students welfare measures.</li></ol>

**PRINCIPAL**  
CMR COLLEGE OF ENGG. & TECH  
Kandlakoya (V), Medchal Road  
Hyderabad-501401.



## 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**

**PRINCIPAL**  
**CMR COLLEGE OF ENGG. & TECH.**  
Kandlakoya (V), Medchal Road,  
Hyderabad-501401.

**PRINCIPAL**  
**CMR COLLEGE OF ENGG. & TECH.**  
Kandlakoya (V), Medchal Road,  
Hyderabad-501401.



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

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

Date: 10.09.2015

To,  
The Principal  
CMRCET.  
Through IQAC

Sub: Permission to organize Parent Teacher Meeting (PTM) in the A.Y:2015-16.

Respected Sir,

We planned to organize PTM for our students on 20/09/2015 with prior permission from IQAC. Hence I request you to kindly permit to organize the event.

Thanking you Sir,

*Recommended  
to convene*

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)

*permitted*

*[Signature]*

PRINCIPAL  
CMR COLLEGE OF ENGG. & TECH.  
Kandlakoya (V), Medchal Road,  
Hyderabad-501401.

*[Signature]*  
PRINCIPAL  
CMR COLLEGE OF ENGG. & TECH.  
Kandlakoya (V), Medchal Road,  
Hyderabad-501401.





# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

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

CMRCET/PRIN/PTA/AY2015-16/CIR-02

Date: 11/09/2015

## CIRCULAR

This is to inform all the Parent teacher association members, students and parents that the parent teacher meeting (PTM) is scheduled on 20.09.2015. 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:

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

PRINCIPAL  
CMR COLLEGE OF ENGG. & TECH.  
Kandlakoya (V), Medchal Road,  
Hyderabad-501401.

Academic Year 2015-16  
Report on  
Parent Teacher Meeting (PTM)

- The Meeting was started at 10.00AM in the CMRCET ground.
- 540 parents of B.Tech, M.Tech, MBA students 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 student's welfare measures.
- Some parents asked questions about faculty qualifications and their experience.
- Some parents discussed Hygiene and cleanliness of ladies waiting halls.
- Few parents discussed about new experiments and new equipment in laboratories.
- 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.



  
PRINCIPAL  
CMR COLLEGE OF ENGINEERING & TECH.  
Kandlakoya (V), Medchal Road,  
Hyderabad -501401.



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

NAAC Accredited Institution with 'A' Grade

Kandlakoya (V), Medchal Road, Hyderabad -501401.

CMRCET/PRIN/ PTA/AY2015-16/CIR-03

Date: 26.12.2015


## CIRCULAR

This is to inform to all the Parent teacher association members that the Annual review meeting is planned on 31.12.2015 hence all the members are requested to attend.

### **Agenda points of Annual Review meeting:**

1. Discussion about the parent's feedback taken in PTM
2. Plan of action for the next Academic Year


  
Convener

  
Principal

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

Copy to:

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

  
**PRINCIPAL**  
CMR COLLEGE OF ENGG. & TECH.  
Kandlakoya (V), Medchal Road,  
Hyderabad-501401.

Academic Year 2015-16



Date:31.12.2015

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.
- The committee first discussed about the student's welfare measures and necessary action to be taken.
- Next they discussed about Hygiene and cleanliness of ladies waiting halls.
- After that the committee curriculum changes like placing new experiments and purchasing new equipment in laboratories to improve employability skills.
- Finally the committee has taken some resolutions and sent for IQAC approval.

The committee members attended PTA meeting:

S.No	Name	Designation	Position	Signature
1	Dr.M. Rama Linga 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	M. C. Shekar	Asst.Professor	Member	
6	Mr.B.Sivaiah	Associate -Professor	Member	
7	Mr. N. Muneshu Babu	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. K. Phalgun Rao	Parent from MBA Department	Member	
12	Mr. G.Muraleedhar	Parent from ECE Department	Member	
13	Mr. B. Nagesh	Parent from EEE Department	Member	
14	Mrs. Sripathi Sunitha Rao	Parent from CIVIL Department	Member	
15	Mr.S.Venkateswara Rao	Parent from H&S Department	Member	
16	Mr.A.Venkata Ramana Reddy	Parent from CSE Department	Member	

  
Convener

  
Principal



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

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

To,

18.01.2016

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 20/09/2015. 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.

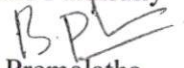
The following are the some suggestions are given by the parents

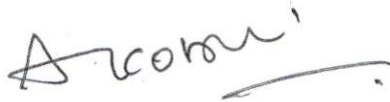
1. Some of the parents expressed doubts about student's welfare measures.
2. Some parents asked questions about faculty qualifications and their experience.
3. Some parents discussed Hygiene and cleanliness of ladies waiting halls.
4. Few parents discussed about new experiments and new equipment in laboratories.

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

Thanking you sir

Yours Faithfully

  
B.Premalatha

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

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