



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

An Autonomous Institution with NAAC Accreditation (A Grade)

*Approved by AICTE *Permanently affiliated to JNTUH *NBA Accreditation
Kandlakoya (V), Medchal Road, Hyderabad -501401.

CMRCET/PRIN/PTA/AY2016-17/CIR-01

Date: 07.06.2016


CIRCULAR

All the Parents Teacher Association (PTA) members are hereby informed that, the PTA committee meeting is scheduled on 11.06.2016 at 1.00pm. The venue will be the ECE Seminar Hall in Block II. All are requested to be present on time.

The Agenda points of the meeting are:

1. Plan to conduct PTM in this Academic year.
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.


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 ENGINEERING & TECH.
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Hyderabad -501401.



**Academic Year 2016-17
Parents Teacher Association (PTA)**

Date: 11.06.2016

Time: 1.00PM

Venue: ECE Seminar Hall

MINUTES OF MEETING

- The Meeting was started at 1.00pm in the ECE Seminar Hall .
- 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 an Academic year i.e., 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 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.


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Frequency of committee meeting

- Once in the every Academic year

PTM scheduled for the Academic Year 2016-17 the details are mentioned below

Sl.No.	Name of Event	Planned date
1.	PTM	18/9/2016

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	Mr.T. Rajesh	Asst. Professor	Member	
6	Mr.B.Sivaiah	Associate - Professor	Member	
7	Mr. N. Muneshu Babu	Associate Professor	Member	
8	Mr. D. Bhanu Murthy	Asst.Professor	Member	
9	Mrs. T Sharanya	Asst.Professor	Member	
10	Mrs. K. Pullama Chary	Parent from EEE Department	Member	
11	Mr. P.V. Ramakrishna	Parent from MBA Department	Member	
12	Mr. G.Muraleedhar	Parent from ECE Department	Member	
13	Mr. M. Venkateswara Rao	Parent from MECH Department	Member	
14	Mrs. Sripathi Sunitha Rao	Parent from CIVIL department	Member	
15	Mr.K.Satish Kumar	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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