



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/AY2016-17/01

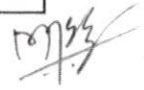
Date: 06.06.2016

OFFICE ORDER

With reference to the office order "CMRCET/PRIN/21/2014, Dated 15th April, 2014", Parent Teacher Association (PTA) Committee is reconstituted with the following Members for the A.Y 2016-17.

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	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


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


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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

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**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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Date: 01.09.2016

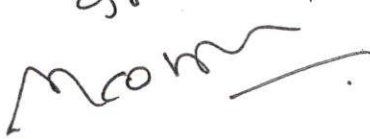
To,
The IQAC Coordinator,
CMRCET

Sub: permission to organize Parent Teacher Meeting (PTM) in the A.Y:2016-17

Respected Sir,

The PTA committee planned to organize PTM for our students on 18/09/2016. Hence I request you to kindly permit to organize the PTM event.

Thanking you sir,

Permission
granted


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

Yours faithfully



B.Premalatha

(Convener PTA committee)




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Hyderabad-501 401.



Strategic Perspective Plan for the Academic Year 2016-17

Sl. No.	Date of the Event	Dept./Committee	Name of the Event	Details
1	18.09.2016	Parent Teacher Association(PTA)	Parent Teacher Meeting (PTM)	<ol style="list-style-type: none">1. To establish good relation between parents, students and teachers.2. Suggestion /Complaints are taken from the parents.3. Student performance Evaluation sheets are given to the parents.4.To discuss about curriculum gaps


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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,
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Principal

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Date: 03.09.2016

To,
The Principal
CMRCET.
Through IQAC

Sub: Permission to organize Parent Teacher Meeting (PTM) in the A.Y:2016-17.

Respected Sir,

We planned to organize PTM for our students on 18/09/2016 with prior permission from IQAC.
Hence I request you to kindly permit to organize the event.

Thanking you Sir,

Recommended
[Signature]

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

Yours faithfully

[Signature]
B.Premalatha
(Convener)

Approved

[Signature]
PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
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[Signature]
PRINCIPAL
MR COLLEGE OF ENGG. & TECH.
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CMRCET/PRIN/ PTA/AY2016-17/CIR-02

Date: 10/09/2016

CIRCULAR

This is to inform all the Parent teacher association members, students and parents that the parent teacher meeting (PTM) is scheduled on 18.09.2016. All students and parents are requested to attend the meeting without fail.


Convener


Principal

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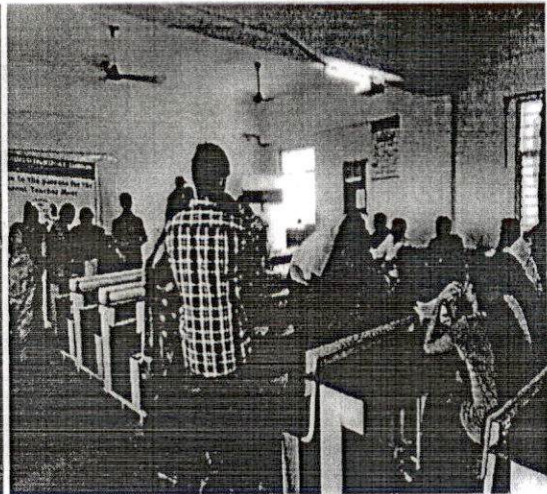
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Academic Year 16-17
Report on
Parent Teacher Meeting (PTM)

- The Meeting was started at 10.00AM in the CMRCET auditorium.
- 555 parents of B.Tech, M.Tech and MBA students attended the PTM meeting.
- 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
 - About employability skills and curriculum revision.
 - Anti ragging measures taken by the institute.
 - About medical facilities to the students.
- 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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CMRCET/PRIN/ PTA/AY2016-17/CIR-03

Date: 26.12.2016

CIRCULAR

This is to inform to all the Parent teacher association (PTA) members that the Annual review meeting is planned on 28.12.2016 hence all the members are requested to attend.

Agenda points of Annual Review meeting

- Discussion on parent's feedback on different issues given in PTM.
- Plan of action for the next academic year



Convener


Principal

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Academic Year 2016-17

Date:28.12.2016

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 members discussed about students detention system.
- The committee members discussed about employability skills and placement training.
- The committee members discussed about anti ragging measures taken by the institute.
- Discussed about more medical facilities to the students.
- Finally the committee has taken some resolutions and sent for IQAC approval.

The Members attended PTA Meeting

S.No	Name	Designation	Position	Signature
1	Dr.V.A.Narayana	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	
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15	Mr.K.Satish Kumar	Parent from H&S Department	Member	
16	Mr.A.Venkata Ramana Reddy	Parent from CSE Department	Member	

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Date: 05/01/2017

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 18.09.2016. 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 parents are given some suggestions/complaints about the curriculum and infrastructure some are mentioned below

The following are the some suggestions are given by the parents

1. Some of the parents expressed their doubts about detention system.
2. Some parents asked questions about employability skills and curriculum revision.
3. Some parents discussed about anti ragging measures taken by the institute.
4. Some parents questioned about medical facilities to the students.

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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