



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

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

CMRCET/PRIN/ PTA/A.Y.2017-18/CIR-01

Date: 5.06.2017

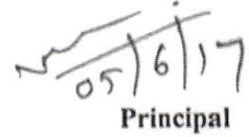
CIRCULAR

All the Parents Teacher Association (PTA) members are hereby informed that, the PTA committee meeting is scheduled on 10.06.2017. The venue will be the ECE Seminar Hall in Block II at 12.00pm. All are requested to be present on time.

The Agenda points of the meeting are:

1. Discussion about the student's welfare measures.
2. Discussion on parents' feedback on curriculum and infrastructure.
3. New ideas and suggestions from the parent body to help and enhance the overall and all-round education experience.
4. Plan of Action for the academic year 2017-18.


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 2017-18
Parents Teacher Association (PTA)**

Date: 10.06.2017

Time: 12.00PM

Venue: ECE Seminar Hall

MINUTES OF MEETING

- The Meeting was started at 12.00pm 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 semester 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 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


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Frequency of committee meeting

- Once in the every Academic year.

The plan of action to conduct PTM is given below

Sl.No.	Name of Event	Planned date
1.	PTM	17/09/2017

The Members presents for PTA meeting:

S.No.	Name	Designation	Position	Signature
1	Dr.V.A.Narayana	Principal	Chairman	
2	Mrs.B.Premalatha	Associate Professor	Convener	BPL
3	Dr.B. Lokeswara Rao	Dean (Academics)	Member	BPL
4	Dr.Y.Rama Mohan	Professor	Member	BPL
5	Mr. T. Rajesh	Asst. Professor	Member	Rajesh
6	Mr.B.Sivaiah	Associate -Professor	Member	BPL
7	Ms. Ambika	Asst. Professor	Member	Ambika
8	Mr. N. Muneshu Babu	Associate Professor	Member	NAC
9	Mr.D.Bhanu Murthy	Asst. Professor	Member	BPL
10	Mr. G.Muraleedhar	Parent from ECE Department	Member	Muraleedhar
11	Mr. J. Ram Mohan	Parent from MECH Department	Member	Ram Mohan
12	Mr. T. Ranga Reddy	Parent from EEE Department	Member	R. Ranga Reddy
13	Mr. P. Satish Kumar	Parent from MBA Department	Member	Satish
14	Mr. Jaikar	Parent from CIVIL department	Member	Jaikar
15	Mr.Robbi venkateswara Rao	Parent from H&S department	Member	Robbi
16	Mr.S.Venugopal	Parent from CSE department	Member	Venugopal

BPL
Convener

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