



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/AY2018-19/01

Date: 02.06.2018

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 2018-19.

The composition of Parent Teacher Association is as follows:

S.No.	Name	Designation	Position
1	Dr.V.A.Narayana	Principal	Chairman
2	Mrs.B.Premalatha	Associate Professor	Convener
3	Dr.B. Lokeswara Rao	Dean (Academics)	Member
4	Dr.Y.Rama Mohan	Professor	Member
5	Mr.T. Rajesh	Asst. Professor	Member
6.	Mr.B.Sivaiah	Associate -Professor	Member
7	MrD.Bhanu Murthy	Asst. Professor	Member
8	Ms A Ambika	Asst. Professor	Member
9	Mr. N. Muneshu Babu	Associate Professor	Member
10	Mr. Sagem Narender	Parent from MBA Department	Member
11	Mr. J. Ram Mohan	Parent from MECH Department	Member
12	Mr. T. Ranga Reddy	Parent from EEE Department	Member
13	Mr.Raja Sreehari	Parent from H&S department	Member
14	Mr.S.Venugopal	Parent from CSE department	Member
15	Mr.Ch.Laxmaiah	Parent from ECE Department	Member
16	Mr. Jaikar	Parent from CIVIL Department	Member

[Handwritten signatures and initials in blue ink next to the table rows, including names like Ambika, Narender, Ram Mohan, Raja, Venugopal, Laxmaiah, Jaikar, and a date stamp 02/6/18]

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/A.Y 2018-19/CIR-01

Date: 05.06.2018

CIRCULAR

All the Parents Teacher Association (PTA) members are hereby informed that, the PTA committee meeting is scheduled on 09.06.2018 at 10.00AM. 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. 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 next Academic Year


Convener


Principal

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Parents Teacher Association

Date: 09.06.2018

Time: 10.00AM

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 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 semester and schedule meeting to be conducted.
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 welfare.

Roles & Responsibilities of the Committee

- Organize PTM once in a 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

Frequency of committee meeting

- Once in the Academic every year.



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Details of conduction of PTM in the Academic year 2018-19

Sl.No.	Name of Event	Planned date
1.	PTM	09.09.2018

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	B.P.L.
3	Dr.B. Lokeswara Rao	Dean (Academics)	Member	
4	Dr. Y.Rama Mohan	Professor	Member	
5	Mr.T. Rajesh	Asst. Professor	Member	Rajesh
6.	Mr.B.Sivaiah	Associate -Professor	Member	
7	MrD.Bhanu Murthy	Asst. Professor	Member	
8	Ms A Ambika	Asst. Professor	Member	Ambika
9	Mr. N. Muneshu Babu	Associate Professor	Member	
10	Mr. Sagem Narendra	Parent from MBA Department	Member	Narendra
11	Mr. J. Ram Mohan	Parent from MECH Department	Member	
12	Mr. T. Ranga Reddy	Parent from EEE Department	Member	R.Reddy
13	Mr.Raja Sreehari	Parent from H&S department	Member	Raja
14	Mr.S.Venugopal	Parent from CSE department	Member	Venugopal
15	Mr.Ch.Laxmaiah	Parent from ECE Department	Member	Lakshmaiah
16	Mr. Jaikar	Parent from CIVIL Department	Member	Jaikar

B.P.L.
Convener

Principal

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



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Date: 17.08.2018

To,
The IQAC Coordinator
CMRCET


Sub: Approval to organize parent Teacher Meeting (PTM) in the A.Y:2018-19

Respected Sir,

The PTA committee planned to conduct PTM on 09.09.2018 in CMRCET Auditorium. Hence I request you to kindly permit to organize the PTM event.

Thanking you Sir,

Yours faithfully


B.Premalatha
(Convener)



Strategic Perspective Plan for the Academic Year 2018-19

Sl. No.	Date of the Event	Dept./Committee	Name of the Event	Details
1	09.09.2018	Parent Teacher Association(PTA)	Parent Teacher Meeting (PTM)	<ol style="list-style-type: none">1. To Maintain decent 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.



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.



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

Date 25.08.2018

To,
The Principal
CMRCET.
Through IQAC


Sub: Permission to organize Parent teacher Meeting (PTM) in the A.Y:2018-19.

Respected Sir,

We planned to organize PTM for our students on 09.09.2018 with prior permission from IQAC.
Hence I request you to kindly permit to organize the event.

Thanking you Sir,


Yours faithfully


B.Premalatha
(Convener)

Recommended

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

PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
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Permitted

25/8/18



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CMRCET/PRIN/ PTA/AY2014-15/CIR-02

Date: 05.09.2018

CIRCULAR

This is to inform all the Parent teacher association members, students and parents that the parent teacher meeting (PTM) is scheduled on 09.09.2018. All students and parents are requested to attend the meeting.


Convener


Principal

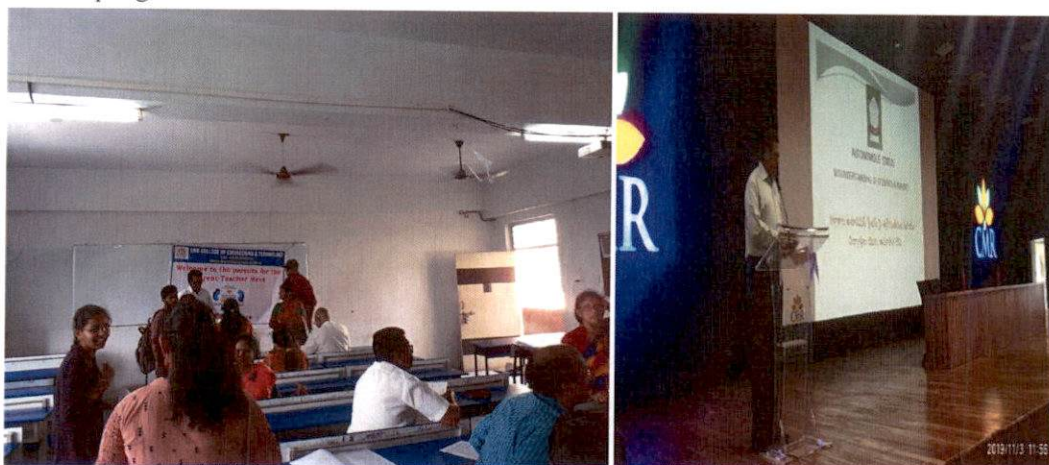
Copy Submitted to: (1) The Secretary Garu – For your kind information Pl.

Copy to:

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Academic Year 2018-19 Report on Parent Teacher Meeting (PTM)

- The Meeting was started at 10.00AM in the CMRCET auditorium.
- 580 parents of M.Tech, B.Tech and MBA 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
- Advantages and disadvantages of autonomous functioning of the college.
- Some parents asked about internal marks systems.
- Some parents have given some grievances about Evaluation system.
- Some parents asked about employability skills of the wards.
- Some parents expressed their doubts Training and placement of the wards.
- 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.





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CMRCET/PRIN/ PTA/A.Y.2018-19/CIR-03

Date: 4.12.2018

CIRCULAR

This is to inform to all the Parent teacher association members that the Annual review meeting is planned on 11.12.2018 hence all the members are requested to attend.

Agenda points of Annual Review meeting

1. Discussion on parent's feedback
2. Plan of action for the next academic year.


Convener


Principal

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Academic Year 2018-19

Date:11.12.2018

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.
- Student's welfare measures taken by the college.
- Anti ragging measures taken by the college.
- Facilities provided in female rest rooms
- Finally the committee has taken some resolutions and sent for IQAC approval.

Members attended the meeting:

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

B.P.L.
Convener

Principal

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Date: 21.12.2018

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 09.09.2018. 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

- Student's welfare measures taken by the college.
- Anti ragging measures taken by the college.
- Facilities provided in female rest rooms.

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

Thanking you sir

Yours Faithfully,


B.Premalatha
(Convener)