



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(UGC AUTONOMOUS)

Approved by AICTE New Delhi, Permanently affiliated to JNTUH
Accredited by NAAC with 'A' Grade, All B.Tech Programmes Accredited by NBA
Kandlakoya (V), Medchal Road, Hyderabad -501401.

CMRCET/PRIN/ PTA/A.Y.2019-2020/CIR-01

Date: 06.06.2019

CIRCULAR

All the Parents Teacher Association (PTA) members are hereby informed that, the PTA committee meeting is scheduled on 08.06.2019. The venue will be the ECE Seminar Hall in Block II at 2.00pm. All are requested to be present on time.

The Agenda of the meeting is:

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


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Academic Year 2019-2020 Parents Teacher Association

Date:08.06.2019

Time:2.00PM

Venue: ECE Seminar Hall

MINUTES OF MEETING

- The Meeting was started at 2.00pm 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.
- First the committee members discussed about SOP

Standard operating Procedure for the conduction of PTM

1. The PTA Committee will meet at the beginning of odd semester
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 parent's feedback on curriculum and infrastructure and also on students' welfare.

Roles & Responsibilities of the Committee

- Organize PTM twice 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.


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Frequency of committee meeting

- Once in the every Academic year.

The details of the PTM schedule for the academic year is shown below

Sl.No.	Name of Event	Planned date
1.	PTM	03.11.2019

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	
3	Dr.B. Lokeswara Rao	Dean (Academics)	Member	
4	Dr.Y.Rama Mohan	Professor	Member	
5	T. Rajesh	Asst.Professor	Member	
6.	Mr.B.Sivaiah	Associate -Professor	Member	
7	MrD.Bhanu Murthy	Asst.Professor	Member	
8	Ms P. Samyuktha	Asst.Professor	Member	
9	Mr. N. Muneshu Babu	Associate Professor	Member	
10	Mr. J. Ram Mohan	Parent from MECH Department	Member	
11	Mr. Asmak Nagaraj Rao	Parent from MBA Department	Member	
12	Mr. T. Ranga Reddy	Parent from EEE Department	Member	
13	Mr.S.Surya Narayana	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	

Convener

Principal

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