



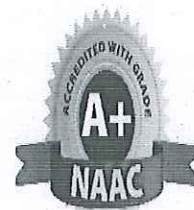
## **ST. MARTIN'S ENGINEERING COLLEGE**

An UGC Autonomous Institute

Dhulapally, Secunderabad-500 100

NBA, NIRF & NAAC A+ Accredited

[www.smeec.ac.in](http://www.smeec.ac.in)



### **ANNEXURE –I**

#### **STANDARD OPERATING PROCEDURE PARENT TEACHER ASSOCIATION (PTA)**

1. Class in-chargers are maintaining attendance and academic performance in exams
2. PTA members daily interact with the class in-chargers & the mentors.
3. Monitor & maintain report from the in-chargers & the mentors about remedial action by faculties with parents regarding, Absentee's Status / Students Daily Activities / Marks / Personal Problem.
4. If not addressed satisfactory is no then check if necessary to meet parents if no finish with in the department level and generate the report.
5. If necessary to meet parents? Yes then.
6. Submit a report with details to convener.
7. Arrange a meeting with parent, class in-charge, mentor, PTA member, HOD, Convener in department.
8. After meeting submit a signed report from faculties as Minutes of Meeting with remedial action.
9. Monitor on Mentors book whether they have written and got signed from specified persons in mentor book.
10. Report copy filed and get verified with IQAC & Principal.