



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

Date: 07/07/2014

To.

The Principal  
CMRCET  
Kandlakoya (V)  
Medchal Road  
Hyderabad-501401.

Dear Sir,

**Sub: Requesting permission to conduct Ladies Waiting Hall committee Meeting on 14/07/2014.**

I, Mrs. K.S.V.Praveena, convener of the Ladies Waiting Hall committee and Assistant professor of civil department earnestly requesting your permission through IQAC Co-Ordinator to conduct a meeting for the Girls students.

- Date of the meeting : 14/07/2014
- Venue of event: Civil Seminar Hall, Block-II
- Target audience: Students
- Resources required from college : Seminar Hall
- Amount Required : Nil
- Lady Faculty, staff and Girl students involved in the Meeting

I request you to grant me permission to do the needful.

Thanking you

*Recommended*  
*ncow*

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

Yours sincerely

(K.S.V.Praveena)

*[Signature]*

**PRINCIPAL**  
**CMR COLLEGE OF ENGG. & TECH.**  
**Kandlakoya (V), Medchal Road,**



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

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

Date: 10<sup>th</sup> July 2014

## CIRCULAR

All the Girls student are requested to participate in the Meeting conducted by the Ladies waiting hall Committee members.

### Meeting Details:

**Date:** 14<sup>th</sup> July 2014

**Time:** 2:00 PM to 3:00 PM

**Venue:** Civil Seminar Hall, Block-II

  
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

**REPORT ON MEETING HELD AT CIVIL SEMINAR HALL BLOCK-II FOR GIRL'S  
STUDENT**

Mrs. K.S.V.Praveena, convener of the Ladies Waiting Hall committee and Assistant professor of civil department conducted a meeting for the Ladies of various departments in the institution on 14.07.2014 at Civil Seminar Hall, Block-II. The meeting started by 2.00pm. The convener welcomed all the Girl's students and female faculty members involved in the meeting. About 76 girls' students from various department participated in the meeting. The convener delivered a lecture about the purpose and objective of Ladies Waiting Hall committee .She also discussed about the standard operating procedure of Ladies waiting Hall committee and how to use effectively during the unwell of the student. She also creates awareness among the girl's student about their roles and responsibilities on effective utilization of Waiting hall and how to safeguard their belongings in the lockers.

The meeting was ended by 3.00pm.

