



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/ LWH/AY2014-15/CIR-03

Date: 17/03/2015

## CIRCULAR

This is to inform for Ladies Waiting Hall Committee members the annual review meeting is scheduled on 20-03-2015 at 11:00 A.M at Civil CADD Lab. All the members of the Committee are requested to be present in time.

### **Agenda of the Meeting:**

1. To Review the committee works of A.Y. 2014-15.
2. To assess student's feedback on Ladies waiting hall facilities.
3. To discuss about the important themes with the permission of the chair.

  
Convener

  
Principal

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

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1. IQAC Coordinator
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## MINUTES OF THE MEETING OF LADIES WAITING HALL COMMITTEE

Ladies Waiting Hall Committee Meeting was held on 20/03/2015 at 11 a.m. and the following points were discussed.

The Principal and the Convener of the committee welcomed all the members and discuss about the points specified in the agenda.

The following points are discussed in the Ladies Waiting Hall Committee meeting

1. Members reviewed the proceedings of the previous meeting and confirmed that necessary steps have taken for changing of bed sheets and pillow covers periodically.
2. Everybody agreed to go with the SOP's we put forth in the meeting.
3. As specified in the last meeting the members are satisfied with the maintenance of the waiting hall in the institution.
4. All the members are instructed about the monthly maintenance of the winding machine.
5. Instructed to check the beds and pillows are washed periodically twice in a month.
6. The meeting was ended by 12.pm with tea and snacks.

S.No	Name of the member	Designation	Position	Signature
1.	Dr. M. Ramalinga Reddy	Principal	Chairman	
2.	K.S.V.Praveena	Assistant Professor	Convener(Civil Dept)	
3.	Ms.Preethy Singh	Assistant Professor	Member (CSE Dept)	
4.	M.Sarojini	Assistant Professor	Member (ECE Dept)	
5.	Mrs.R.Shiresha	Assistant Professor	Member (EEE Dept)	
6.	S.Jyothi	Assistant Professor	Member (H&S Dept)	
7.	Mrs.kavitha Reddy	Assistant Professor	Member (MECH Dept)	
8.	Ms.A.Ambika	Assistant Professor	Member (MBA Dept)	
9.	Kamera Manisha	Student	Member (Civil Dept, 13H55A0110)	
10.	R M Chandana	Student	Member (ECE Dept, 13H51A0445)	
11.	K Meena	Student	Member (EEE Dept, 13H51A0270)	
12.	P. Anusha	Student	Member (CSE Dept, 13H51A0593)	
13.	J.Madhunika	Student	Member (Mech Dept, 13H51A0317)	
14.	B Teja	Student	Member (MBA Dept, 14H51E0011)	

Convener

Principal

PRINCIPAL  
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