



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

Date: 08/07/2015

To.

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

Dear Sir,

**Sub: Requesting permission to conduct Ladies Waiting Hall committee Meeting on 15/07/2015.**

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 : 15/07/2015
- 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*  
*ACON*

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,  
Hyderabad-501401.



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/ LWH/AY2015-16/CIR-02

Date: 10<sup>th</sup> July 2015

## CIRCULAR

All the Girls students of various departments are requested to participate in the Meeting conducted by the Ladies waiting hall Committee members.

### **Meeting Details:**

**Date:** 15<sup>th</sup> July 2015

**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

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## REPORT ON MEETING HELD AT CIVIL SEMINAR HALL BLOCK-II FOR GIRL STUDENTS

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 15.07.2015 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 70 girl 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. Discussed about the issue related to winding machines and to take the monthly count of it. Discussed regarding the mobility of the girls into the waiting hall and how to make the procedural sign up when they are utilizing the waiting hall.

The meeting was ended by 3.00pm.

