



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

NAAC Accredited Institution with 'A' Grade

Kandlakoya (V), Medchal Road, Hyderabad -501401.

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Date:28.3.2016

To,  
IQAC Coordinator  
CMRCET

**Sub:** Ladies Waiting Hall Committee – Summary Report for the Academic Year 2015-16

Sir,

The Ladies Waiting Hall Committee meeting will be conducted twice a year to ensure the smooth functioning of the hall. The first Ladies Waiting Hall Committee meeting was conducted on 18-05-2016 at Civil CADD Lab Block-II, CMRCET for the academic year 2015-16. The meeting started as per the scheduled time and the members of the committee discussed Standard Operating Procedure of the Ladies Waiting Hall Committee. Members discussed about the complaints received from students regarding about the maintenance of the hall.

The second meeting of the Ladies Waiting Hall Committee was held on 21.03.2017 at the Civil CADD Lab Block-II. During this meeting members addressed few problems faced by students. Members discussed about the monthly maintenance of the winding machine. Members are Instructed to check the beds and pillows are washed periodically twice in a month. Members decided to change a new cleaning personnel to maintain the hall hygienically. The undersigned has suggested and approved to take corrective measures to solve the students' problems while using the Waiting Hall.

  
CONVENER