



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

An Autonomous Institution with NAAC Accreditation (A Grade)  
\*Approved by AICTE \*Permanently affiliated to JNTUH \*NBA Accreditation  
Kandlakoya (V), Medchal Road, Hyderabad -501401.

Date: 07/07/2016

To.

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

Dear Sir,

**Sub: Requesting permission to conduct Ladies Waiting Hall committee Meeting on 15/07/2016.**

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 : 15/07/2016
- 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

Coordinator  
Internal Quality Assurance Cell  
CMR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501401.

Yours sincerely

(K.S.V.Praveena)

**PRINCIPAL**  
**CMR COLLEGE OF ENGG. & TECH.**  
Kandlakoya (V), Medchal Road,  
Hyderabad-501401.



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CMRCET/PRIN/ LWH/AY2016-17/CIR-02

Date: 9<sup>th</sup> July 2016

## CIRCULAR

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

### **Meeting Details:**

**Date:** 15<sup>th</sup> July 2016

**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 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 15.07.2016 at Civil Seminar Hall, Block-II. The meeting started by 2.00 pm. 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 discussed about the standard operating procedure of Ladies waiting Hall committee and how to use effectively during the unwell of the student. She counsels the students about hygiene during the time of illness and menstruation and gave a speech how to maintain the hygiene of waiting hall to control the contamination affecting other areas. The convener instructed the girl's students in case of any medical emergency a first aid kit with all the medicines are placed or even they called upon the doctors in emergency.

The meeting was ended by 3.00pm.

