



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: 05/07/2018

To.

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

Dear Sir,

Sub: Requesting permission to conduct Ladies Waiting Hall committee Meeting on 17/07/2018.

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 : 17/07/2018
- 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

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

[Signature]
Yours sincerely

(K.S.V.Praveena)

Permission granted

05/07/18

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



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CMRCET/PRIN/ LWH/AY2018-19/CIR-02

Date: 9th July 2018

CIRCULAR

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

Meeting Details:

Date: 17th July 2018

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

The 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 17.07.2018 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 80 girls' students from various department participated in the meeting. The convener start with a 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 gave a speech how to maintain the hygiene of waiting hall to control the contamination affecting other areas. The convener instructed the girl's student 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 convener strictly advised the students that they should inform and get the slip signed by the class co-coordinator and to maintain the record of student's entry to the waiting hall.

The meeting was ended by 3.00pm.

