



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/HC/AY2014-15/01

Date: 22/04/2014

OFFICE ORDER

With reference to the office order "CMRCET/PRIN/21/2014, Dated 15th April, 2014", Hostel Committee is constituted with the following Members for the A.Y 2014-15.

The composition of Hostel Committee is as follows:

S.No	Name of the member	Designation	Position
1.	Dr. M. Ramalinga Reddy	Principal	Chairman
2.	Mr.L.Ramanjaneya	Assistant Professor	Convener (MBA Dept)
3.	Mr. Basha Shaik Karimulla	Assistant Professor	Member (CSE Dept)
4.	Mr. Joel Samuel	Assistant Professor	Member (Civil Dept)
5.	Mr. Kumar Sanjeev	Assistant Professor	Member (ECE Dept)
6.	Mr. D.R.K.Sharma	Assistant Professor	Member (EEE Dept)
7.	Mr.M.Prasannanjaneyulu	Assistant Professor	Member (H&S Dept)
8.	Mr.I.Pradeep	Assistant Professor	Member (MECH Dept)
9.	AmaIlapudi Sai Brahmam	Student	Member (Civil Dept, 13H51A0105)
10.	Bhukya Naveen	Student	Member (ECE Dept, 13H51A0411)
11.	K Santhosh Bhardwaj	Student	Member (EEE Dept, 13H51A0221)
12.	Akshay	Student	Member (CSE Dept, 13H51A0505)
13.	G.Rahul naik	Student	Member (MECH Dept, 13H51A0378)
14.	B.Venkatesh	Student	Member (MBA Dept, 13H51E0005)

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/ HC/AY2014-15/CIR-01

Date: 12/05/2014

CIRCULAR

This is to inform that Hostel Committee meeting is scheduled on 15-05-2014 at 3:00 P.M at Principal Conference hall. All the members of the Committee are requested to be present on time.

Agenda of the Meeting:

1. To Discuss on SOP, Objectives, Roles and Responsibilities.
2. Any other matter with the permission of the chair.


Convener


Principal

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Copy to:

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4. Administrative Officer
5. Accounts Officer
6. Students Notice Board



MINUTES OF MEETING

1. The Meeting was held on 15/05/2014 at 3.00pm in the Principal conference hall.
2. Chairman started the meeting by welcoming the members of committee.
3. Members discussed the standard operating procedure of hostel committee.

STANDARD OPERATING PROCEDURE OF HOSTEL COMMITTEE

I. Admission to the Hostel:

1. The Warden and the Deputy Warden are the final authorities with respect to Hostel Admission and their decision is final in all matters concerning hostel.
2. Hostel facility is available only to the students of CMR Group of Institutions. No student shall be entitled to claim this facility as a matter of right. Admission to the hostel is at the sole discretion of the warden, the deputy warden and the management of the CMR Group of Institutions and CMRCET.
3. Any inappropriate behavior within or outside the Hostel would be viewed seriously and appropriate action would be taken against the guilty. Such hostellers would be expelled from the hostel if they fail to provide a satisfactory response. At the end of every term the behavior and conduct of the student will be evaluated. Only such students whose conduct has been satisfactory will be allowed to continue to stay in the hostel.
4. Parents opting for the hostel facility for their children are required to present themselves physically at the time admission. They have to submit the following at the time of the admission. (1) Hostel Admission Form (ii) Medical Certificate and (iii) Undertaking Parents / Guardian (iv) payment of fee.

II. Aims and Objectives

1. To provide a safe and protective environment in which the students can live and excel in their fields of study.
2. To offer ample opportunities to excel in sports and work on their personality.
3. To create amongst boarders a sense of comradery among the youth.
4. To run and to manage the Hostel and the Mess efficiently.

III. Facilities:

1. One cot and mattress, a pillow, a study table and a chair.
2. Generator Facility is from 6.00p.m. to 11.00p.m. for Lighting and Fans
3. First-aid box is available with the Hostel Warden for minor injuries and ailments.
4. To and fro transportation from college and hostel.

IV Requirements:

1. Two Buckets (one big and one small and two mugs with their name on it).
2. Water Bottle, Glass and S.S Plate.
3. Pillow covers and Bed Sheets.
4. Two locks for their Locker / Cupboard / Bag.

V Maintenance

1. Students are expected to keep their surroundings clean and tidy at all times. Warden / Deputy-Warden may check the cleanliness at any time.

2. Students will be held responsible for the damage to the room, hostel and mess property and have to pay the cost of such damages as fixed by the hostel administration in addition to expulsion from hostel.
3. Students have to safeguard their belongings and are advised not to keep large amount of cash or valuables of any kind in their rooms. The administration is not responsible for any theft or loss.
4. Students should switch off the light and fan when not in use and not allow water to run waste.
5. Students should inform deputy warden/staff in-charge in case of loss of key for remedial measures and are not permitted to break open the lock.
6. Student should not drive nails, screws etc. into the wall or doors. They themselves shall not do any repair and hang wet clothes or towels by the window or on the balcony.
7. Students are not allowed to keep air coolers, musical instruments, cassette record play iron box or any other electrical & cooking equipment/ gadgets. Unauthorized possession will lead to confiscation of the goods and attract a penalty of Rs. 500.

Frequency of committee meeting

- Twice in every Semester preferably once in two months.

The undersigned were present for the meeting:

S.No	Name of the member	Designation	Position	Signature
1.	Dr. M. Ramalinga Reddy	Principal	Chairman	
2.	Mr.L.Ramanjaneya	Assistant Professor	Convener (MBA Dept)	
3.	Mr. Basha Shaik Karimulla	Assistant Professor	Member (CSE Dept)	
4.	Mr. Joel Samuel	Assistant Professor	Member (Civil Dept)	
5.	Mr. Kumar Sanjeev	Assistant Professor	Member (ECE Dept)	
6.	Mr. D.R.K.Sharma	Assistant Professor	Member (EEE Dept)	
7.	Mr.M.Prasannanjaneyulu	Assistant Professor	Member (H&S Dept)	
8.	Mr.I.Pradeep	Assistant Professor	Member (MECH Dept)	
9	Amallapudi Sai Brahmam	Student	Member (Civil Dept, 13H51A0105)	
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11	K Santhosh Bhardwaj	Student	Member (EEE Dept, 13H51A0221)	
12	Akshay	Student	Member (CSE Dept, 13H51A0505)	
13	G.Rahul naik	Student	Member(MECHDept,13H51A0378)	
14	B.Venkatesh	Student	Member(MBA Dept, 13H51E0005)	

Convener

Principal

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

Date: 13.08.2014

To
IQAC
CMRCET
Hyderabad

Respected Sir,

Sub: Requesting approval to conduct the meeting with hostel students for the A.Y 2014-15.

I, L. Ramanjaneya, Convener of the Hostel committee, earnestly requesting your permission to conduct the meeting with hostel students for the Academic Year 2014-15.

Following is the schedule of meeting with hostel students to be conducted under **Hostel Committee Cell** for the Academic Year 2014-15.

S.No	Name of the Event	Scheduled Date	Venue
1	Meeting with Hostel Students	25-08-2014	Hostel Premises
2	Meeting with Hostel Students	24-02-2015	Hostel Premises

I request you to grant me permission and do the needful

Convener
Hostel Committee Cell
CMRCET



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

Strategic Perspective Plan for the Academic Year 2014-15

S.No	Date of the Event	Dept./Committee	Name of the Event	Details
1	25-08-2014	Hostel Committee	Meeting with Hostel Students	Discussion with students for smooth running of Hostel
2	24-02-2015	Hostel Committee	Meeting with Hostel Students	Discussion with students for smooth running of Hostel



Hostel Committee - Strategy Document

1. Hostel committee meeting is conducted at the beginning of each academic year.
2. A brief synopsis is given by the committee on the importance of Hostel committee.
3. Students are registered for Hostel committee.
4. Hostel committee has given instructions and suggestions to the students about Hostel premises.

IQAC Coordinator

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

Principal

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

Date: 18/08/2014

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

Through: IQAC Coordinator

Respected Sir,

Sub: Requesting permission to conduct the meeting with hostel students.

I, L. Ramanjaneya, Convener of the Hostel committee cell, earnestly requesting your permission to conduct the meeting with hostel students on 25-08-2014 at Hostel Premises.

I request you to grant me permission and do the need full.

Thanking you

Recommended
Prasanna

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

Yours sincerely

Convener
Hostel Committee Cell
CMRCET

Accepted.

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/ HC/AY2014-15/CIR-02

Date: 21/08/2014

CIRCULAR

It is hereby informed that Meeting with Hostel Students is scheduled on 25/08/14. All the Hostel students are informed to attend meeting on 25.08.14 at 6.00PM.

Event Details:

Date: 25/08/2014

Time: 06:00 PM to 07:00 PM

Venue: Hostel Premises

Contact: L.Ramanjaneya, Convener.

Principal

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

1. Deans
2. IQAC Coordinator
- (2) All HODS
- (3) Administrative Officer
- (4) Accounts Officer
- (5) Concerned Students members
- (6) Concerned Faculty Members



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

REPORT ON HOSTEL COMMITTEE MEETING

Hostel committee cell of CMRCET has conducted the Hostel meeting on 25th August 2014. The Hostel committee Member Mr. L.Ramanjaneya briefing the Hostel rules and facilities provided to the students in the Hostel premises. Hostel students are given strict instructions and precautions regarding ragging.



A handwritten signature in blue ink, appearing to read 'L. Ramanjaneya'.

Convener

Hostel Committee Cell
CMRCET



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

Date: 16/02/2015

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

Through: IQAC Coordinator

Dear Sir,

Sub: Requesting permission to conduct the meeting with hostel students.

I, L. Ramanjaneya, Convener of the Hostel committee cell, earnestly requesting your permission to conduct the meeting with hostel students on 24-02-2015 at Hostel Premises.

I request you to grant me permission and do the need full.

Thanking you

Recommended
Moni

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

Yours sincerely

L. Ramanjaneya

Convener
Hostel Committee Cell
CMRCET

Accepted and Approved.

L. Ramanjaneya

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/ HC/AY2014-15/CIR-03

Date: 19/02/2015

CIRCULAR

It is hereby informed that Meeting with Hostel Students is scheduled on 24/02/15. All the Hostel students are informed to attend meeting on 24.02.15 at 6.00PM.

Event Details:

Date: 24/02/2015

Time: 06:00 PM to 07:00 PM

Venue: Hostel Premises

Contact: L.Ramanjaneya, Convener.

Principal

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

- (1) Deans
- (2) IQAC Coordinator
- (2) All HODS
- (3) Administrative Officer
- (4) Accounts Officer
- (5) Concerned Students members
- (6) Concerned Faculty Members



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

REPORT ON HOSTEL COMMITTEE MEETING

Hostel committee cell of CMRCET has conducted the Hostel meeting on 24th February 2015. The Hostel committee Member Mr L.Ramanjaneya interacted with the Hostel students and enquired about the amenities and facilities available in the Hostel premises.



Convener
Hostel Committee Cell
CMRCET



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/ HC/AY2014-15/CIR-04

Date: 16/03/2015

CIRCULAR

This is to inform Hostel Committee members that, annual review meeting is scheduled on 20-03-2015 at 3:00 P.M at Principal Conference hall. All the members of the Committee are requested to be present on time.

Agenda of the Meeting:

1. To Review the committee works of A.Y. 2014-15.
2. To review student feedback on hostel facilities.
3. Any other matter with the permission of the chair.



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
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6. Students Notice Board



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MINUTES OF THE MEETING OF HOSTEL COMMITTEE

Hostel Committee Meeting was held on 20/03/2015 at 3 p.m. and the following points were discussed.

1. Members reviewed the proceedings of the previous meeting and confirmed that necessary steps have taken to provide good quality mosquito-nets in the hostel and the work is in progress.
2. Hostel Committee member Mr. L.Ramanjaneya (faculty MBA Dept) has discussed with students regarding the hostel facilities and some students shared their views and requested for:
 - a) setting of new mess equipment
 - b) place a Bug Zapper at Mess Premises
3. The members discussed the same with the principal and also for the betterment of hostel facilities.
4. Members have suggested their opinions regarding list of new mess equipment to be provided in the hostel.
5. The Principal has agreed and given assurance for the extension of mess and for providing Bug Zappers in the Mess.
6. The meeting was adjourned at 4:00 p.m.

S.No	Name of the member	Designation	Position	Signature
1.	Dr. M. Ramalinga Reddy	Principal	Chairman	
2.	Mr.L.Ramanjaneya	Assistant Professor	Convener (MBA Dept)	
3.	Mr.Basha Shaik Karimulla	Assistant Professor	Member (CSE Dept)	
4.	Mr. Joel Samuel	Assistant Professor	Member (Civil Dept)	
5.	Mr. Kumar Sanjeev	Assistant Professor	Member (ECE Dept)	
6.	Mr. D.R.K.Sharma	Assistant Professor	Member (EEE Dept)	
7.	Mr.M.Prasannanjaneyulu	Assistant Professor	Member (H&S Dept)	
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14	B.Venkatesh	Student	Member (MBA Dept, 13H51E0005)	

Convener

Principal

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

Date: 25-03-2015

To,
IQAC Coordinator
CMRCET

Sub: Hostel Committee – Summary Report for the Academic Year 2014-15

Ref: CMRCET/PRIN/HC/AY2014-15/01, Dated: 22/04/2014

Sir,

The hostel committee has been formed to perform the following activities:

- The hostel committee ensures the effective functioning of Hostel.
- The hostel committee shall take active interest in general welfare of the students residing in the hostel and assist the Wardens in maintaining the living standards.
- The hostel committee shall assist the Wardens in the timely allotment of the rooms, report any unauthorised use or misuse of hostel or guest rooms and bring to notice any untoward incidence occurring in the Hostel premises.
- The hostel committee shall supervise and ensure proper and limited use of electricity and water in the hostel premises.
- Hostel committee ensures the discipline in the hostel.

The Hostel Committee meeting will be conducted twice a year to ensure the smooth functioning of the hostel. The first Hostel Committee meeting was conducted on 15-05-2014 at Principal Conference Hall, CMRCET for the academic year 2014-15. The meeting started as per the scheduled time and members of the committee discussed Standard Operating Procedure of the Hostel Committee.

The second meeting of the Hostel Committee was held on 20.03.2015 at the Principal Conference Hall. During this meeting members addressed few problems faced by students. The undersigned has suggested and approved to take corrective measures to solve the students' problems in the hostel.

CONVENER