



# 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