



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

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

Date: 13/07/2014


CIRCULAR

This is to inform that Hostel Committee meeting is scheduled on 17-07-2014 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

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

MINUTES OF MEETING

1. The Meeting was held on 17/07/2014 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 comrade among the youth.
4. To run and to manage the Hostel and the Mess efficiently.

Roles and responsibilities:

- Act as a bridge between the administration, caterers, hostel authorities on one side and the students on the other
- Facilitate the addressing of issues that the students have and communicate the same to the concerned authorities
- Keeps a check on the daily issues regarding the hostel infrastructure, the housekeeping issues, etc.
- Caters to the generic issues related to campus.

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. (and whenever required)

The undersigned were present for the meeting:

S.No	Names	Designation	Member(Department)	Signature
1.	Dr. M. Ramalinga Reddy	Principal	Chairman	
2.	Ms. T.Swapna Rani	Assistant Professor	Convener(ECE Dept)	
3	Ms. R.Suhasini	Associate Professor	Member (CSE Dept)	
4	Ms. K.V.S.Praveena	Assistant Professor	Member (Civil Dept)	
5	Ms. Jisha Bhubesh	Assistant Professor	Member (EEE Dept)	
	Ms. S.Lavanya	Assistant Professor	Member (MECH Dept)	
7	Ms. Mandapati Sreedevi	Assistant Professor	Member (H&S Dept)	
8	Ms.P.Usha Vaidehi	Assistant Professor	Member (MBA Dept)	
09	P Anusha	Student	Member (CSE Dept)-13H51A0593	
10	K Meena	Student	Member (EEE Dept-13H51A0270)	
11	R M Chandana	Student	Member(ECE Dept, 13H51A0445)	
12	J Madhunika	Student	Member(MECH.Dept13H51A0317)	
13	Gugoloth Yashoda rani	Student	Member(CIVIL.Dept13H51A0119)	
14	B. Swathi	Student	Member(MBA Dept, 13H51E0055)	

Convener

Principal

PRINCIPAL
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