



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	Names	Designation	Member(Department)
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)
6	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 Dept – 13H51A0317)
13	Gugoloth Yashoda rani	Student	Member(CIVIL Dept- 13H51A0119)
14	B. Swathi	Student	Member (MBA Dept, 13H51E0055)

Handwritten signatures and names:
Sreedevi
Anusha
K. Meena
Chandana
Madhunika
Yashoda rani
B. Swathi

Handwritten signature of Principal

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: 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)	
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13	Gugoloth Yashoda rani	Student	Member(CIVIL.Dept13H51A0119)	
14	B. Swathi	Student	Member(MBA Dept, 13H51E0055)	

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,
The IQAC Coordinator,
CMRCET,
Kandlakoya, Medchal.

Respected Sir,

Sub: Requesting approval to conduct the meeting with Hostel students.

I, Ms. T.Swapna Rani Convener of the Hostel Committee requesting your permission to conduct the meetings with the Hostel students for the Academic Year 2014-15 scheduled as follows. I request you to grant me permission and do the needful.

S.No	Name of the Event	Scheduled Date	Venue
1	Meeting with the hostel students	16-08-2014	CMRCET GIRLS HOSTEL
2	Meeting with the hostel students	5-01-2015	CMRCET COLLEGE


Convener

Hostel Committee



CMR COLLEGE OF ENGINEERING & TECHNOLOGY
Kandlakoya (V), Medchal Road, Hyderabad -501401

Strategic Perspective Plan for the Academic Year 2014-15

Sl. No.	Date of the Event	Dept./Committee	Name of the Event	Budget for the event	Details
1	16-08-2014	Hostel committee	Meeting with hostel students	Nil	Interaction with hostel students with concern to hostel facilities and have taken their opinions for betterment of facilities.
2	05-01-2015	Hostel committee	Meeting with hostel students	Nil	Interaction with hostel students with concern to betterment of Hostel Amenities.

Committee - Strategy Document

1. Committee meeting is conducted at the beginning of each academic year.
2. A brief synopsis is given by the committee on the importance of committee.
3. Students are registered for committee.
4. Students are encouraged to actively participate in the committee meetings.
5. Committee has given instructions to conduct the meetings and suggestions has invited from the students about implementation of the resolutions taken in the meeting.



IQAC coordinator

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



Principal

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY
Kandlakoya (V), Medchal Road, Hyderabad -501401

Date: 14/08/2014

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

Through: IQAC Coordinator

Respected Sir,

Sub: Requesting permission to conduct the Meeting with the Hostel students on 16/08/2014

I, Ms. T.Swapna Rani Convener of the Hostel Committee requesting your permission to conduct the meeting with the Hostel students for the Academic Year 2014-15 on 16/08/2014 at CMR GIRLS HOSTEL Premises, concerned staff of committee will be attending the meeting. I request you to grant me permission and do the needful.

Thanking you Sir.

Yours sincerely

Convener
Hostel Committee

*Recommended
Mcom*

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

Permitted

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: 14/08/2014

CIRCULAR

All Hostel students are informed to assemble for Meeting organized by Hostel Committee

Date : 16/08/2014

Time : 10:00 AM to 12:00 PM

Venue : CMR GIRLS HOSTEL, CMRCET

Contact: T.Swapna Rani

Convener
Hostel Committee
CMRCET

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 Committee Members

REPORT ON MEETING WITH HOSTEL STUDENTS

Hostel Committee of CMRCET has conducted a Meeting on 16th August 2014. This Meeting was about interaction with the students in concern to the hostel code of conduct and Discipline, and also discussed the student concerns and problems in terms of Hostel Amenities. Students have given their views on all issues of hostel facilities. The concerned committee members also gave their assurance in terms of their student opinions.




CONVENER

HOSTEL COMMITTEE



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

Date:02-01-2015

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

Through: IQAC Coordinator

Respected Sir,

Sub: Requesting permission to conduct the Meeting with the Hostel students on 05/01/2015

I, Ms. T.Swapna Rani Convener of the Hostel Committee requesting your permission to conduct the meeting with the Hostel students for the Academic Year 2014-15 on 05-01-2015 at CMR GIRLS HOSTEL Premises, concerned faculty of committee will present in the meeting. I request you to grant me permission and do the needful.

Thanking you Sir.

Yours sincerely

Convener
Hostel Committee

Recommended
Account

Permitted

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

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: 03/01/2015

CIRCULAR

All Hostel students are informed to assemble for Meeting organized by Hostel Committee

Date : 05/01/2015

Time : 10:00 AM to 12:00 PM

Venue : CMR GIRLS HOSTEL

Contact: T.Swapna Rani

Convener
Hostel Committee

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 Committee Members

REPORT ON MEETING WITH HOSTEL STUDENTS

Hostel Committee of CMRCET has conducted a Meeting on 5th Jan 2015. This Meeting was about interaction with the students in concern to the hostel code of conduct and Discipline, and also discussed the student concerns and problems in terms of Hostel Services. Students have given their views on issues of hot water facilities and hygiene food of hostel. The concerned committee members also gave their assurance in terms of their student opinions.




CONVENER

HOSTEL COMMITTEE



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, Committee meeting is scheduled on 21-03-2015 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 the issues on improving the hostel services.
3. Any other matter with the permission of the chair.

Convener

Principal

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

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MINUTES OF THE MEETING OF HOSTEL COMMITTEE

Hostel Committee Meeting was held on 21/03/2015 at 3 p.m. and the following points were discussed.

1. Members reviewed the proceedings of the previous meeting.
2. Members discussed about the complaints received from students regarding hot water and hygienic food.
3. Members instructed to the warden to take necessary steps to provide hot water in all seasons
4. Members instructed to the warden to take necessary steps to provide and serve hygiene food.
5. The meeting was adjourned at 4:00 p.m.

S.no	Faculty Name	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)	
6	Ms. S.Lavanya	Assistant Professor	Member (MECH Dept)	
7	Ms. Mandapati Sreedevi	Assistant Professor	Member (H&S Dept)	
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10	K Meena	Student	Member (EEE Dept-13H51A0270)	
11	R M Chandana	Student	Member (ECE Dept, 13H51A0445)	
12	J Madhunika	Student	Member (MECH Dept – 13H51A0317)	
13	Gugoloth Vashoda rani	Student	Member(CIVIL Dept- 13H51A0119)	
14	B. Swathi	Student	Member (MBA Dept, 13H51E0055)	

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: 15/04/2014

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 welfare of the students residing in the hostel and assist the Wardens in maintaining the standards.
- The hostel committee shall assist in organising the hot water facilities in all seasons and serving hygiene food in the hostel premises
- The hostel committee shall supervise and ensure proper and limited use of electricity.
- 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 17-07-2014 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 21.03.2015 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

HOSTEL COMMITTEE