



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/HC/AY2016-17/01

Date: 23/04/2016

## OFFICE ORDER

Hostel Committee is reconstituted with the following Members for the A.Y 2016-17.

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)
9	Donthi Padmini Goud	Student	Member (CSE Dept)-15H51A0515
10	Battula Supriya	Student	Member (EEE Dept-15H51A0213)
11	Deeti Akshitha	Student	Member ( ECE Dept, 15H51A0414)
12	Ashwin S	Student	Member(MECH.Dept15H51A0307)
13	Gugoloth Yashoda Rani	Student	Member(CIVIL.Dept-15H51A0119)
14	Arshiya Begum	Student	Member (MBA Dept, 15H51E0006)

*Handwritten signatures and initials:*  
Dr. M. Ramalinga Reddy  
Ms. T.Swapna Rani  
Ms. R.Suhasini  
Ms. K.V.S.Praveena  
Ms. Jisha Bhubesh  
Ms. S.Lavanya  
Ms. Mandapati Sreedevi  
Ms. P.Usha Vaidehi  
Donthi Padmini Goud  
Battula Supriya  
Deeti Akshitha  
Ashwin S  
Gugoloth Yashoda Rani  
Arshiya Begum

*Handwritten signature:*  
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: 12/07/2016

## CIRCULAR

This is to inform that Hostel Committee meeting is scheduled on 13-07-2016 at 3:00 P.M at Principal Conference hall. All the staff members of the Committee are requested to be present on time.

### Agenda of the Meeting:

1. To discuss on problems addressed by the student member representatives of hostel committee.
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





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


**MINUTES OF MEETING**

1. The Meeting was held on 13/07/2016 at 3.00 pm in the Principal conference hall.
  2. Chairman started the meeting by welcoming the members of committee. Members discussed the problems addressed by the student member representatives of hostel committee.
  3. Hostel Committee member has discussed with students regarding the hostel facilities and some students share their views.
    - Request of installing CC cam's
    - Request regarding security issues on theft of student belongings.
  4. Recommendations given by members of the meeting
    - Agreeing on installation of cc cam's
    - Members of committee requested the hostel management to look after the security issues of students.
  5. The members discussed the same with principal regarding betterment of hostel security concerns.
- The meeting was adjourned at 4:00 p.m.

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)	
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)	
9	Donthi Padmini Goud	Student	Member (CSE Dept)-15H51A0515	
10	Battula Supriya	Student	Member (EEE Dept-15H51A0213)	
11	Deeti Akshitha	Student	Member (ECE Dept, 15H51A0414)	
12	Ashwin S	Student	Member(MECH.Dept15H51A0307)	
13	Gugoloth Yashoda Rani	Student	Member(CIVIL.Dept15H51A0119)	
14	Arshiya Begum	Student	Member(MBA Dept, 15H51E0006)	

  
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: 31/08/2016

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 2016-17 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	03-09-2016	CMRCET GIRLS HOSTEL
2	Meeting with the hostel students	06-03-2017	CMRCET GIRLS HOSTEL

  
Convener

Hostel Committee

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





# 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.

## Strategic Perspective Plan for the Academic Year 2016-17

Sl. No.	Date of the Event	Dept./Committee	Name of the Event	Details
1	03-09-2016	Hostel committee	Meeting with hostel students	Interaction with hostel students with concern to hostel facilities and have taken their opinions for betterment of facilities.
2	05-03-2017	Hostel committee	Meeting with hostel students	Meeting with hostel students with concern to hostel amenities and have taken their opinions for betterment of facilities.


Convener  
Hostel Committee

## 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  
Department of Engineering & Technology  
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: 02/09/2016

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 03-09-2016

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 2016-17 on 03-09-2016 at CMR Girls Hostel, concerned staff of committee will present in the meeting. I request you to give your acceptance and do the needful.

Thanking you Sir.

*Recommended*  
*Arcohen*

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

*Permitted*

*[Signature]*

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

Yours sincerely

*[Signature]*  
Convener  
Hostel Committee





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

CMRCET/PRIN/ HC/AY2016-17/CIR-02

Date: 02/09/2016

**CIRCULAR**

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

**Date:** 03-09-2016

**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 03<sup>rd</sup> September,2016. 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 facilities. Students have given their views on all issues of issues of longer waiting time for food in hostel canteen. The concerned committee members also ensured them in providing the same.



CONVENER  
HOSTEL COMMITTEE



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

Date: 02/03/2017

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 06-03-2017

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 2016-17 on 06-03-2017 at CMR GIRLS HOSTEL, all concerned faculty of committee will present in the meeting. I request you to grant me permission and do the need full.

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

Thanking you Sir.

Yours sincerely

**Convener**  
**Hostel Committee**

*Recommended*

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

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CMRCET/PRIN/ HC/AY2016-17/CIR-03

Date: 04/03/2017

## CIRCULAR

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

**Date:** 06/03/2017

**Time:** 10:00 AM to 12:00 PM

**Venue:** CMRCET College

**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 06/03/2017. 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 facilities. Students have given their views on issues of conducting cultural programs like bathukamma and Holi. The concerned committee members had ensured the students in taking necessary decision on it.



*Sheela*

CONVENER

HOSTEL COMMITTEE





# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/ HC/AY2016-17/CIR-03

Date: 10/03/2017

## CIRCULAR

This is to inform Hostel Committee members that, the meeting is scheduled on 11-03-2017 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. 2016-17.
2. To review the issues on conducting cultural programs and events.
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
5. Accounts Officer
6. Students Notice Board





# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

## MINUTES OF THE MEETING OF HOSTEL COMMITTEE


Hostel Committee Meeting was held on 11/03/2017 at 3 p.m. and the following points were discussed.

1. Members reviewed the proceedings of the previous meeting.
2. Hostel Committee member Ms. Mandapati Sreedevi (faculty H&S Dept) has discussed with students regarding the hostel facilities and some students shared their views and requested for:
  - Request of conducting cultural programs
  - Request for taking measures for long waiting time during lunch time in hostel canteen.
3. The members discussed the same with the principal
4. Members have given their recommendations for the above concerns.
5. The Principal has agreed and given assurance on the same.
6. The meeting was adjourned at 4:00 p.m.

The undersigned were present for the meeting:

S.No	Names	Designation	Member(Department)	Signature
1.	Dr. V.A.Narayana	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)	
9	Donthi Padmini Goud	Student	Member (CSE Dept)-15H51A0515	
10	Battula Supriya	Student	Member (EEE Dept-15H51A0213)	
11	Deeti Akshitha	Student	Member ( ECE Dept, 15H51A0414)	
12	Ashwin S	Student	Member(MECH.Dept15H51A0307)	
13	Gugoloth Yashoda Rani	Student	Member(CIVIL.Dept15H51A0119)	
14	Arshiya Begum	Student	Member(MBA Dept, 15H51E0006)	

  
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

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Date: 08-04-2017

To,  
IQAC Coordinator,  
CMRCET.

**Sub:** Hostel Committee – Summary Report for the Academic Year 2016-17  
**Ref:** CMRCET/PRIN/HC/AY2016-17/01, Dated: 23-04-2017

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 organising the cultural programs and recommended the wardens to take care of issues into long waiting time during lunch .
  - The hostel committee shall assist in organising the indoor games facilities and recreational facilities
- 
- 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 13-07-2016 at Principal Conference Hall, CMRCET for the academic year 2016-17. 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 11.03.2017 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