



# 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.

CMRCET/PRIN/HC/AY2018-19/01

Date: 24/04/2018

## OFFICE ORDER

Hostel Committee is reconstituted with the following Members for the A.Y 2018-19.

The composition of Hostel Committee is as follows:

S.No	Names	Designation	Member(Department)
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. K.Swapna	Assistant Professor	Member (MBA Dept)
9.	Gangu Shraddha	Student	Member (CSE Dept)-17H51A0520
10.	Beera Poojitha	Student	Member (EEE Dept-17H51A0209)
11.	Ellenki Swapna	Student	Member ( ECE Dept, 17H51A0418)
12.	Kolanka Deeksha	Student	Member (MECH Dept-16H51A0327)
13.	G Neeraja	Student	Member(CIVIL Dept- 17H51A0116)
14.	Ammana Harika	Student	Member (MBA Dept, 17H51E0006)

*Handwritten signatures and initials:*  
Shraddha  
Swapna  
Praveena  
Jisha  
Lavanya  
Mandapati  
K.Swapna  
Gangu  
Beera  
Ellenki  
Kolanka  
G Neeraja  
Ammana

*Handwritten signature and date:*  
24/4/18  
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



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CMRCET/PRIN/ HC/AY2018-19/CIR-01

Date: 25/07/2018

## CIRCULAR

This is to inform that Hostel Committee meeting is scheduled on 26-07-2018 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. Student concerns towards hostel facilities
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
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4. Administrative Officer
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## MINUTES OF MEETING

1. The Meeting was held on 26-07-2019 at 3.00pm in the Principal conference hall.
2. Chairman started the meeting by welcoming the members of committee.
3. Members discussed about the student concerns regarding dhobi facilities and pressing of clothes besides washing.
4. Members have given their suggestions and ensured about taking chairman approval for the same and do needful
5. The Chairman 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. K.Swapna	Assistant Professor	Member (MBA Dept)	
9	Gangu Shraddha	Student	Member (CSE Dept)-17H51A0520	
10	Beera Poojitha	Student	Member (EEE Dept-17H51A0209)	
11	Ellenki Swapna	Student	Member (ECE Dept, 17H51A0418)	
12	Kolanka Deeksha	Student	Member (MECH Dept-16H51A0327)	
13	G Neeraja	Student	Member(CIVIL Dept- 17H51A0116)	
14	Ammana Harika	Student	Member (MBA Dept, 17H51E0006)	

Convener

Principal

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



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Kandlakoya (V), Medchal Road, Hyderabad -501401.

Date: 31/08/2018

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 2018-19 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	08-09-2018	CMRCET GIRLS HOSTEL
2	Meeting with the hostel students	20-02-2019	CMRCET GIRLS HOSTEL

Convener  
Hostel Committee



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## Strategic Perspective Plan for the Academic Year 2018-19

Sl. No.	Date of the Event	Dept./Committee	Name of the Event	Details
1	08-09-2018	Hostel committee	Meeting with hostel students	Interaction with hostel students with concern to hostel facilities and problems and have taken their suggestions regarding the same.
2	20-02-2019	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

MDA Sloggin

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## 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 ENGG. & TECH.  
Kandlakoya (V), Medchal Road,  
Hyderabad-501401.



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\*Approved by AICTE \*Permanently affiliated to JNTUH \*NBA Accreditation  
Kandlakoya (V), Medchal Road, Hyderabad -501401.

Date: 01/09/2018

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 08/09/2018

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 2018-19 on 08/09/2018 at CMR GIRLS HOSTEL, concerned faculty of committee will present in the meeting. I request you to grant me permission and do the need full.

Thanking you Sir.

*Recommended*  
*[Signature]*

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

*Permission granted*

*[Signature]*  
01/9/18

Yours sincerely

*[Signature]*  
Convener  
Hostel Committee

PRINCIPAL  
CMR COLLEGE OF ENGG. & TECH.  
Kandlakoya (V), Medchal Road,  
Hyderabad-501 401.



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CMRCET/PRIN/ HC/AY2018-19/CIR-02

Date: 07/09/2018

## CIRCULAR

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

**Date** : 08/09/2018  
**Time** : 1:00 PM to 2:30 PM  
**Venue** : CMR GIRLS HOSTEL.  
**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 08/09/2018. 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 requested to permit them for the self outings on project days or college related works. The concerned committee members ensured about taking decision on the same.



CONVENER

HOSTEL COMMITTEE



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

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\*Approved by AICTE \*Permanently affiliated to JNTUH \*NBA Accreditation  
Kandlakoya (V), Medchal Road, Hyderabad -501401.

Date: 18/02/2019

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 20/02/2019

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 2018-19 on 20/02/2019 at CMR GIRLS HOSTEL, concerned faculty of committee will present in the meeting. I request you to grant me your acceptance and do the need full.

Thanking you Sir.

Yours sincerely

Convener  
Hostel Committee

*Recommended  
and*

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

*Permission granted*

*18/02/19*

PRINCIPAL  
CMR COLLEGE OF ENGG. & TECH.  
Kandlakoya (V), Medchal Road,  
Hyderabad-501 401.



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CMRCET/PRIN/ HC/AY2018-19/CIR-03

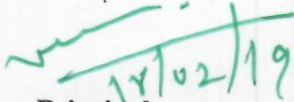
Date: 18/02/2019

## CIRCULAR

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

**Date** : 20/02/2019  
**Time** : 10:00 AM to 12:00 PM  
**Venue** : CMR Girls Hostel Premises  
**Contact** : T.Swapna Rani

  
**Convener**  
Hostel Committee  
CMRCET

  
18/02/19  
**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

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## REPORT ON MEETING WITH HOSTEL STUDENTS

Hostel Committee of CMRCET has conducted a Meeting on 20/02/2019. 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 and services. Students have given their views on issues of allotment of room facilities for parent visit. The concerned committee members also had given their assurance in terms of their student opinions.



CONVENER  
HOSTEL COMMITTEE



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CMRCET/PRIN/ HC/AY2018-19/CIR-04

Date: 22-02-2019

## CIRCULAR

This is to inform Hostel Committee members that, Committee meeting is scheduled on 23-02-2019 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. 2018-19.
2. To review the issues on the Hostel Amenities and 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 23-02-2019 at 3 p.m. and the following points were discussed.

1. Members reviewed the proceedings of the previous meeting.
2. Hostel Committee member has discussed with students regarding the hostel facilities and some students shared their views and requested for:
  - Requested to permit them for the self-outings on project days or college related works.
  - Request for the allotment of room facilities for parent visit.
3. The members discussed the same with the principal
4. Members have given their suggestions towards these problems and ensured to rectify it.
5. The Principal has agreed and given assurance on the same.
6. The meeting was adjourned at 4:00 p.m.

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. K.Swapna	Assistant Professor	Member (MBA Dept)	
9	Gangu Shraddha	Student	Member (CSE Dept)-17H51A0520	
10	Beera Poojitha	Student	Member (EEE Dept-17H51A0209)	
11	Ellenki Swapna	Student	Member ( ECE Dept, 17H51A0418)	
12	Kolanka Deeksha	Student	Member (MECH Dept-16H51A0327)	
13	G Neeraja	Student	Member(CIVIL Dept- 17H51A0116)	
14	Ammana Harika	Student	Member (MBA Dept, 17H51E0006)	

  
Convener

  
Principal

PRINCIPAL  
CMR COLLEGE OF ENGG. & TECH.  
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Hyderabad 501401.



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Kandlakoya (V), Medchal Road, Hyderabad -501401.

Date: 15-04-2019

To,  
IQAC Coordinator,  
CMRCET.

**Sub:** Hostel Committee – Summary Report for the Academic Year 2018-19

**Ref:**CMRCET/PRIN/HC/AY2018-19/01, Dated: 24/04/2018

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 allotment of room facilities for Parent Visit.
- The hostel committee shall assist in providing better dhobi facilities.
- The hostel committee shall supervise and ensure to permit the students for the self outings on project days or college related works.
- 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 26-07-2018 at Principal Conference Hall, CMRCET for the academic year 2018-19. 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 23-02-2019 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