

Date: 04-03-2020

To,  
IQAC Coordinator,  
CMRCET.

**Sub:** Hostel Committee – Summary Report for the Academic Year 2019-20

**Ref:** CMRCET/PRIN/HC/AY2019-20/01, Dated: **25/04/2019**

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 the Hygienity of the common bath blocks.
- The hostel committee shall supervise and ensure to take extra care in terms Hygienity of 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 27-07-2019 at Principal Conference Hall, CMRCET for the academic year 2019-20. 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 25-02-2020 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