



# 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/AY2023-24/01

Date: 16/04/2023

## OFFICE ORDER

Hostel Committee is reconstituted with the following Members for the A.Y 2023-24.

The composition of Hostel Committee is as follows:

S.No	Names	Designation	Member(Department)
1.	Dr. V.A.Narayana	Principal	Chairman
2.	Ms. S.Swapna	Assistant Professor	Convener(MBA Dept) <i>Swapna</i>
3.	Ms. R.Suhasini	Associate Professor	Member (CSE Dept) <i>RS</i>
4.	Ms. N. Usha	Assistant Professor	Member (Civil Dept) <i>Usha</i>
5.	Ms. Sankaranarayanan Sangeetha	Associate Professor	Member (EEE Dept) <i>Sangeetha</i>
6.	Ms. Neelima Patnayak	Assistant Professor	Member (H&S Dept) <i>Neelima</i>
7.	Ms. S.Swapna	Assistant Professor	Member (MBA Dept) <i>Swapna</i>
8.	Ch. Gayathri	Student	Member (CSE Dept)-22H55A0305 <i>Ch</i>
9.	B.Likitha	Student	Member (EEE Dept-21H51A0206) <i>B</i>
10.	Bangari Divya	Student	Member ( CS Dept- 21H51A6240) <i>Divya</i>
12.	Poli Satwika	Student	Member(IT Dept-21H51A6603) <i>Poli</i>
13.	Matam Ashwitha	Student	Member (MBA Dept, 22H51E00B3) <i>A</i>

*[Signature]*  
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/ AY 2023-24 /CIR-01

Date: 18/08/2023

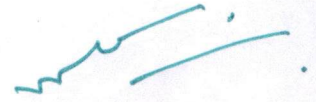
## CIRCULAR

This is to inform that Hostel Committee meeting is scheduled on 20-08-2023 at 2:00 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. New Guide lines for the hostel students and hostel employees
3. Any other matter with the permission of the chair.

  
Convener

  
Principal

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## MINUTES OF MEETING

1. The Meeting was held on 20-08-2023 at 2:00 P.M in the Principal conference hall.
2. Chairman started the meeting by welcoming the members of committee.
3. Members discussed about the student concerns regarding hostel facilities taking into consideration students safety and security.
4. Members have given their suggestions in bringing new guidelines of hostel facilities taking into concern student health and welfare.
5. The Chairman has agreed and given assurance on the same.
6. The meeting was adjourned at 3:00 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. S.Swapna	Assistant Professor	Convener(MBA Dept)	
3	Ms. R.Suhasini	Associate Professor	Member (CSE Dept)	
4	Ms. N. Usha	Assistant Professor	Member (Civil Dept)	
5	Ms. Sankaranarayanan Sangeetha	Associate Professor	Member (EEE Dept)	
6	Ms. Neelima Patnayak	Assistant Professor	Member (H&S Dept)	
7	Ms. S.Swapna	Assistant Professor	Member (MBA Dept)	
8	Ch. Gayathri	Student	Member (CSE Dept)-22H55A0305)	
9	B.Likitha	Student	Member (EEE Dept-21H51A0206)	
10	Bangari Divya	Student	Member ( CS Dept- 21H51A6240,)	
12	Poli Satwika	Student	Member(IT Dept-21H51A6603)	
13	Matam Ashwitha	Student	Member (MBA Dept, 22H51E00B3)	

Convener

Principal



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

Date: 21/07/2023

To,  
The IQAC Coordinator,  
CMRCET,  
Kandlakoya, Medchal.

Respected Sir,

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

I, Ms. S.Swapna Convener of the Hostel Committee requesting your permission to conduct the meetings with the Hostel students for the Academic Year 2023-24 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	19-08-2023	CMRCET GIRLS HOSTEL
2	Meeting with the hostel students	03-02-2024	CMRCET GIRLS HOSTEL

Convener  
Hostel Committee



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## Strategic Perspective Plan for the Academic Year 2023-24

Sl. No.	Date of the Event	Dept./Committee	Name of the Event	Details
1	19-08-2023	Hostel committee	Meeting with hostel students	Interaction with hostel students with concern to new guide lines and have taken their opinions for betterment of facilities
2	03-02-2024	Hostel committee	Meeting with hostel students	Interaction with hostel students with concern to new guide lines and have taken their opinions for betterment of facilities

Convener  
Hostel Committee

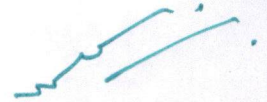
## Committee - Strategy Document

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

Date: 17/08/2023

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 19/08/2023

I, Ms. S.Swapna Convener of the Hostel Committee requesting your permission to conduct the meeting with the Hostel students for the Academic Year 2023-24 on 13/08/2022 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.

Thanking you Sir.

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

Yours sincerely

*[Signature]*  
Convener  
Hostel Committee

*Received*  
*[Signature]*



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CMRCET/PRIN/ HC/ AY 2021-22 /CIR-02

Date: 18/08/2023

## CIRCULAR

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

**Date** : 19/08/2023  
**Time** : 2:30 PM to 3:30 PM  
**Venue** : CMR GIRLS HOSTEL.  
**Contact** : S.Swapna

**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



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## REPORT ON

### MEETING WITH HOSTEL STUDENTS

Hostel Committee of CMRCET has conducted a Meeting on 19/08/2023. 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 and Picnic outings. The concerned committee members had ensured the students in taking necessary decision on it.



*Swarna*

CONVENER  
HOSTEL COMMITTEE



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

Date: 01-02-2024

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 10/02/2023

I, Ms. S.Swapna Convener of the Hostel Committee requesting your permission to conduct the meeting with the Hostel students for the Academic Year 2023-24 on 03-02-2024 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.

Thanking you Sir.

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

Yours sincerely

Convener  
Hostel Committee



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CMRCET/PRIN/ HC/ AY 2023-24 /CIR-02

Date: 02-02-2024

## CIRCULAR

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

**Date** : 03-02-2024  
**Time** : 2:30 PM to 3:30 PM  
**Venue** : CMR GIRLS HOSTEL.  
**Contact** : S.Swapna

**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

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**REPORT ON**

**MEETING WITH HOSTEL STUDENTS**

Hostel Committee of CMRCET has conducted a Meeting on 03-02-2024. 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.



*Shabe*

CONVENER  
HOSTEL COMMITTEE



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CMRCET/PRIN/ HC/AY 2023-24/CIR-03

Date: 13-10-2023


## CIRCULAR

This is to inform Hostel Committee members that, Committee meeting is scheduled on 14-10-2022 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 AY 2023-24.
2. Student concerns towards hostel facilities.
3. New Guide lines for the hostel students and hostel employees
4. To review the issues on the Hostel Amenities & Services and students discipline
5. Any other matter with the permission of the chair.

  
**Convener**

  
**Principal**

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## MINUTES OF THE MEETING OF HOSTEL COMMITTEE

Hostel Committee Meeting was held on 14-10-2023 at 3 p.m. and the following points were discussed.

1. Members reviewed the proceedings of the previous meeting.
2. Hostel Committee member Ms. Neelima Patnayak (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 and picnic outings
  - 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.

S.No	Names	Designation	Member(Department)	Signed
1.	Dr. V.A.Narayana	Principal	Chairman	
2.	Ms. S.Swapna	Assistant Professor	Convener(MBA Dept)	
3	Ms. R.Suhasini	Associate Professor	Member (CSE Dept)	
4	Ms. N. Usha	Assistant Professor	Member (Civil Dept)	
5	Ms. Sankaranarayanan Sangeetha	Associate Professor	Member (EEE Dept)	
6	Ms. Neelima Patnayak	Assistant Professor	Member (H&S Dept)	
7	Ms. S.Swapna	Assistant Professor	Member (MBA Dept)	
8	Ch. Gayathri	Student	Member (CSE Dept)-22H55A0305)	
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12	Poli Satwika	Student	Member(IT Dept-21H51A6603)	
13	Matam Ashwitha	Student	Member (MBA Dept, 22H51E00B3)	

Convener

Principal



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

Date: 23-04-2024

To,  
IQAC Coordinator,  
CMRCET.

**Sub:** Hostel Committee – Summary Report for the Academic Year 2023-24

**Ref:** CMRCET/PRIN/HC/ AY 2023-24 /01, Dated: 16/04/2023

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 20-08-2023 at Principal Conference Hall, CMRCET for the academic year 2023-24. The meeting started as per the scheduled time and members of the committee discussed Standard Operating Procedure of the Hostel Committee taking into student concern.

The second meeting of the Hostel Committee was held on 14-10-2022 at the Principal Conference Hall. During this meeting members addressed problems related to hostel facilities by students and staff. The undersigned has suggested and approved to take corrective measures to solve the students' problems in the hostel.

CONVENER  
HOSTEL COMMITTEE