

July 09, 2024

## Re Constitution of Hostel Maintenance Committee (Boys):-

### Chairman

Dr. J. Jaya, Principal

### Member Secretary / Coordinator

1. Dr. N.P. Ananthamoorthy, HOD/EEE & Dean(Student Affairs)

### Co-Coordiators

1. Dr. K. Kannan, Professor/Mathematics, Chief Warden
2. Dr. K. Sivakumar, Professor/Physics, Chief Warden

### Members (Teachers)

1. Mr. N. Maheswaran, Asst. Professor/AERO, Faculty Warden
2. Mr. S. Naguldev, Asst. Professor/Chemical Engg., Faculty Warden
3. Mr. A. Jerome, Asst. Professor/Placement, Faculty Warden
4. Lt. Dr. V. Ravikumar, Physical Director, Emergency Contact
5. Mr. G. Arumugam, Residential Warden
6. Mr. S. Murugesan, Residential Warden
7. Mr. Santhakumar, Residential Warden
8. Mr. P. Muthuganesan, Residential Warden
9. Mr. N. Pushbaraj, Residential Warden

### Objectives

- Maintenance of hostel facilities and functioning properly.
- Identify the maintenance requirements.
- Oversee the repair and upkeep of the hostel building, rooms, kitchen, dining hall, common areas, and amenities.

### Activities

- To monitor the student's welfare in the hostel and if any problems are identified, they should be rectified as soon as possible.
- Meetings with student representatives are conducted monthly once.
- Grievances and the action taken will be updated in the maintenance register.
- Need-based counseling for the students.

### Meeting frequency

- Twice in a Year / whenever necessary

**Coordinator**

**PRINCIPAL**

# Hindusthan College of Engineering and Technology

An Autonomous Institution, Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai

Accredited by NBA (AERO, AUTO, CIVIL, CSE, ECE, EEE, IT, MECH, MCTS)

Accredited by NAAC 'A++' Grade with CGPA of 3.69 out of 4 in Cycle 2

**Valley Campus, Coimbatore – 641 032, Tamil Nadu, INDIA**

Tel: +91 422 4242424

[www.hicet.ac.in](http://www.hicet.ac.in)

Date: 26.07.2023

## **CIRCULAR**

The boy's Hostel Management committee meeting is scheduled for 27.07.2023 at 3:30 pm in Principal Board Room. The committee members are requested to attend the meeting without fail.

**Coordinator**

**Principal**

Copy To

1. The Boys Hostel Management Committee Members
2. All HOD's / Establishments
3. File

Date: 27.07.2023

## Minutes of Meeting

The Boy's Hostel Management Committee meeting was held on 27.07.2023 at 3:30 PM in the Principal board room.

The following were discussed with the members.

1. The committee reviewed the boys hostel issues as suggested in the last meeting
2. The committee reviewed the maintenance, plumbing, and electrical works carried out in the boy's hostel campus.
3. The committee also assessed the possibilities of the new works to be assigned and completed in due course.
4. The following issues were taken up for consideration in the meeting.
  - Awareness of reducing food wastage.
  - Ragging is strictly prohibited inside the campus.
  - Periodical maintenance of hostel premises.
  - Student's movement in and out of the hostel is to be reviewed at regular intervals.

The meeting ended with a thanks note.

Members Present:

S.No	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. N.P. Ananthamoorthy	HOD/EEE & Dean(Student Affairs)	Coordinator	
2	Dr. K. Kannan	Professor/Mathematics	Chief Warden	
3	Dr. K. Sivakumar	Professor/Physics	Chief Warden	
4	Mr. N. Maheswaran	Asst. Professor/AERO	Faculty Warden	
5	Mr. S. Naguldev	Asst.Professor/Chemical Engg.	Faculty Warden	
6	Mr. A. Jerome	Asst. Professor/Placement	Faculty Warden	
7	Mr. G. Arumugam	Residential Warden		
8	Mr. S. Murugesan	Residential Warden		
9	Mr. Santhakumar	Residential Warden		
10	Mr. P. Muthuganesan	Residential Warden		
11	Mr. N. Pushbaraj	Residential Warden		

**Coordinator**

**Principal**

Date: 06.02.2024

## **CIRCULAR**

The Boys Hostel Management committee meeting is scheduled on 07.02.2024 at 12:30 pm in the Principal Board Room. The committee members are requested to attend the meeting without fail.

**Coordinator**

**Principal**

Copy To

1. The Boys Hostel Management Committee Members
2. All HOD's / Establishments
3. File

Date: 07.02.2024

## **Minutes of Meeting**

The Boys Hostel Management Committee meeting was held on 12.10.2023 at 12.30 PM in the Principal board room.

The following were discussed with the members.

1. The committee reviewed the boy's hostel issues as suggested in the last meeting.
2. The committee reviewed the maintenance, plumbing, and electrical works carried out in the boy's hostel campus.
3. The committee also assessed the possibilities of the new works to be assigned and completed in due course.

The following issues were taken up for consideration in the meeting.

- Understand the preferences of students and rotate menus to provide variety and cater to different dietary needs.
- Ensure quality and nutritional balance in the meals offered.
- Educate students and staff on portion control and reducing plate waste.
- Enforce a zero-tolerance policy with clear consequences for offenders involved in ragging activity.
- Conduct orientation programs to educate incoming students about anti-ragging policies.
- Provide channels for reporting incidents anonymously.
- Addressing issues related to periodical maintenance through routine inspections
- Implement a sign-in and sign-out system for tracking movements. Establish clear guidelines for permissible hours and reasons for leaving the hostel.
- Ensure security measures are in place to monitor access and prevent unauthorized entry.

These actions contribute to the overall management and welfare of students living in hostels, fostering a conducive and safe environment for learning and living. The meeting end with a thanks note.

# Hindusthan College of Engineering and Technology

An Autonomous Institution, Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai

Accredited by NBA (AERO, AUTO, CIVIL, CSE, ECE, EEE, IT, MECH, MCTS)

Accredited by NAAC 'A++' Grade with CGPA of 3.69 out of 4 in Cycle 2

**Valley Campus, Coimbatore – 641 032, Tamil Nadu, INDIA**

Tel: +91 422 4242424

www.hicet.ac.in

## Members Present:

S.No	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. N.P. Ananthamoorthy	HOD/EEE & Dean(Student Affairs)	Coordinator	
2	Dr. K. Kannan	Professor/Mathematics	Chief Warden	
3	Dr. K. Sivakumar	Professor/Physics	Chief Warden	
4	Mr. N. Maheswaran	Asst. Professor/AERO	Faculty Warden	
5	Mr. S. Naguldev	Asst.Professor/Chemical Engg.	Faculty Warden	
6	Mr. A. Jerome	Asst. Professor/Placement	Faculty Warden	
7	Mr. G. Arumugam	Residential Warden		
8	Mr. S. Murugesan	Residential Warden		
9	Mr. Santhakumar	Residential Warden		
10	Mr. P. Muthuganesan	Residential Warden		
11	Mr. N. Pushbaraj	Residential Warden		

**Coordinator**

**Principal**