



Hindusthan College of Engineering and Technology
Approved by AICTE, New Delhi and Accredited with 'A' Grade by NAAC
(An Autonomous Institution, Affiliated to Anna University, Chennai)
Othakalmandapam Post, Coimbatore



Date: 11.05.2017

CIRCULAR

It is hereby informed that Girls Hostel Maintenance committee meeting is scheduled on 18.05.2017 at 3:00 pm in Principal Board Room. All the Girls Hostel Maintenance committee members are requested to attend the meeting and give your valuable suggestions.

Coordinator

Principal

Copy To

1. The Girls Hostel Maintenance Committee Members
2. All hods / Establishments
3. File



PRINCIPAL
Hindusthan College of Engineering & Technology
COIMBATORE - 641 032

Date:18.05.2017

The Girls Hostel Maintenance Committee meeting was held on 18.05.2017 at 3:00PM in Principal board room.

The following were discussed with the members.

1. The committee reviewed the Girls hostel issues as suggested in the last meeting
2. The committee reviewed the maintenance and electrical works which has done in the Girls hostels.
3. The committee discussed about the new works and management rules to be followed for the next six months.

S.No	Nature of work
1	Battery Works must be done in Girls Hostel.
2	Energy Meter Works needs to be done in Girls Hostel.
3	The water doctor must be serviced.
4	Sanitary Pad Incinerator facility to be provided.
5	Electrical complaints need to be monitored and to be rectified immediately.
6	No students are permitted to use electric stove and other appliance inside the hostel.
7	Ragging is strictly prohibited inside the hostel premises and monitored on regular basis.
8	The plumbing work must be done.
9	Room allotment to students must be verified by the chief warden.
10	Controller Unit Works must be done at Ultra Deluxe.
11	Students are instructed to not to waste the food.

The meeting end with a thanks note.

Members Present:

S.No	NAME	DESIGNATION	POSITION	SIGNATURE
01	Mrs. S Angelina	Residential Warden	Member	<i>Angelina</i>
02	Ms. K dhanalakshmi	Residential Warden	Member	<i>K dhanalakshmi</i>
03	Ms. T Dharani	Residential Warden	Member	<i>T Dharani</i>
04	Ms. Menagadevi	Residential Warden	Member	<i>Menagadevi</i>
05	Ms P Sujitra	Residential Warden	Member	<i>P Sujitra</i>

P. K. Ramesh
Coordinator



Principal
Principal
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Date: 15.11.2017

CIRCULAR

It is hereby informed that Girls Hostel Maintenance committee meeting is scheduled on 22.11.2017 at 3:00 pm in Principal Board Room. All the Girls Hostel Maintenance committee members are requested to attend the meeting and give your valuable suggestions.


Coordinator


Principal

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PRINCIPAL
Hindusthan College of Engineering & Technology
COIMBATORE - 641 032

Date:22.11.2017

The Girls Hostel Maintenance Committee meeting was held on 22.11.2017 at 3:00PM in Principal board room.

The following were discussed with the members.

1. The committee reviewed the Girls hostel issues as suggested in the last meeting
2. The committee reviewed the maintenance and electrical works which has done in the Girls hostels.
3. The committee discussed about the new works and management rules to be followed for the next six months.

S.No	Nature of work
1	The leave record of the student has been maintained properly.
2	Wardens are informed to maintain the attendance properly.
3	Warden has to visit the hostel room to ensure that no students to stay in the room during college hours.
4	A strict instruction must be given to the mess owner to maintain cleanliness in mess and prepare the hygienic food.
5	The plumbing work must be done.
6	LED lights replacement Works at girls Hostel.
7	Cupboard Works must be done at Girls Hostel.

The meeting end with a thanks note.

Members Present:

S.No	NAME	DESIGNATION	POSITION	SIGNATURE
01	Mrs. S Angelina	Residential Warden	Member	<i>Angelina</i>
02	Mrs. K dhanalakshmi	Residential Warden	Member	<i>Dhanalakshmi</i>
03	Mrs. T Dharani	Residential Warden	Member	<i>T Dharani</i>
04	Mrs. Menagadevi	Residential Warden	Member	<i>Menagadevi</i>
05	Mrs P Sujitra	Residential Warden	Member	<i>P Sujitra</i>

[Signature]
Coordinator

[Signature]
Principal



[Signature]
PRINCIPAL
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