



Hindusthan College of Engineering and Technology

Approved by AICTE, New Delhi, Accredited with 'A' Grade by NAAC
(An Autonomous Institution, Affiliated to Anna University, Chennai)
Valley Campus, Pollachi Highway, Coimbatore – 641 032



Date: 15.09.2020

CIRCULAR

It is hereby informed that Girls Hostel Maintenance committee meeting is scheduled on 18.09.2020 at 3:00 pm in google meet. All the Girls hostel Maintenance committee members are requested to attend the meeting and give your valuable suggestions. The link will be sent through WhatsApp. All the Girls hostel committee members are instructed to install the google meet application in their mobile phone.

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

MINUTES OF THE MEETING

Date:18.09.2020

The Girls Hostel Maintenance Committee meeting was held on 18.09.2020 3:00PM through online mode.

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	Without any official information from the government, no students should be allowed to enter the hostel. If government passes any rules to continue the regular classes. The following instruction should be followed very strictly. <ul style="list-style-type: none"> • If any students found with Covid 19 symptoms, they should vacate the hostel immediately. • Students should be instructed to follow the social distancing. • Students are instructed to wear mask use sanitizer and wash their frequently. • Food delivery people in mess must wear mask, use sanitizer, and wash their frequently. And if any workers found to be ill, they should be vacated from the hostel immediately. • Temperature sensor should be given to the security and they should monitor the temperature of all the hostellers whenever they enter hostel. • Covid 19 preventions and precautions should be followed strictly.
2	The water doctor must be serviced.
3	Sanitary Pad Incinerator facility to be provided.
4	Electrical complaints need to be monitored and to be rectified immediately.
5	Controller Unit Works must be done at Girls Hostel.

The meeting end with a thanks note.

Members Present:

S.No	NAME	DESIGNATION	POSITION	SIGNATURE
1	Ms. S Kavipriya	Residential Warden	Member	<i>S. Kavipriya</i>
2	Ms K V Sreelekha	Residential Warden	Member	<i>K. V. Sreelekha</i>
3	Ms P Induja	Residential Warden	Member	<i>P. Induja</i>

[Signature]
Coordinator

[Signature]
Principal



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Date: 20.11.2020

CIRCULAR

It is hereby informed that Girls Hostel Maintenance committee meeting is scheduled on 26.11.2020 at 3:00 pm in google meet. All the Girls hostel Maintenance committee members are requested to attend the meeting and give your valuable suggestions. The link will be sent through WhatsApp. All the Girls hostel committee members are instructed to install the google meet application in their mobile phone.


Coordinator


Principal

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Date: 26.11.2020

The Girls Hostel Maintenance Committee meeting was held on 26.11.2020 at 3:00PM through online mode.

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	Without any official information from the government, no students should be allowed to enter the hostel. If government passes any rules to continue the regular classes. The following instruction should be followed very strictly. <ul style="list-style-type: none">• If any students found with Covid 19 symptoms, they should vacate the hostel immediately.• Students should be instructed to follow the social distancing.• Students are instructed to wear mask use sanitizer and wash their frequently.• Food delivery people in mess must wear mask, use sanitizer, and wash their frequently. And if any workers found to be ill, they should be vacated from the hostel immediately.• Temperature sensor should be given to the security and they should monitor the temperature of all the hostellers whenever they enter hostel.• Covid 19 preventions and precautions should be followed strictly.
2	Covid 19 preventions and precautions should be followed strictly.
3	Sanitary Pad Incinerator facility to be provided.
4	Electrical complaints need to be monitored and to be rectified immediately.
5	Controller Unit Works must be done at Girls Hostel.
6	Cleanliness has to be maintained over the Hostel Campus.

The meeting end with a thanks note.

Members Present:

S.No	NAME	DESIGNATION	POSITION	SIGNATURE
1	Ms. S Kavipriya	Residential Warden	Member	
2	Ms K V Sreelekha	Residential Warden	Member	
4	Ms P Induja	Residential Warden	Member	



Coordinator

Principal

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Date: 16.04.2021

CIRCULAR

It is hereby informed that Girls Hostel Maintenance committee meeting is scheduled on 20.04.2020 at 3:00 pm in google meet. All the Girls hostel Maintenance committee members are requested to attend the meeting and give your valuable suggestions. The link will be sent through WhatsApp. All the Girls hostel committee members are instructed to install the google meet application in their mobile phone.


Coordinator


Principal

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Date: 20.04.2021

The Girls Hostel Maintenance Committee meeting was held on 20.04.2021 at 3:00PM in Principal board room.

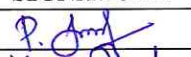
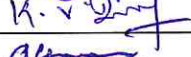

The following were discussed with the members.

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	<ul style="list-style-type: none"> • If any students found with Covid 19 symptoms, they should vacate the hostel immediately. • Students should be instructed to follow the social distancing. • Students are instructed to wear mask use sanitizer and wash their frequently. • Food delivery people in mess must wear mask, use sanitizer, and wash their frequently. And if any workers found to be ill, they should be vacated from the hostel immediately. • Temperature sensor should be given to the security and they should monitor the temperature of all the hostellers whenever they enter hostel. • Covid 19 preventions and precautions should be followed strictly.
2	Napkin recycler Machine to be installed in Ladies Hostel.
3	The water doctor must be serviced.
4	The leave record of the student has been maintained properly.
5	Wardens are informed to maintain the attendance properly.
6	Warden must visit the hostel room to ensure that no students to stay in the room during college hours.
7	The plumbing work must be done.

The meeting end with a thanks note.

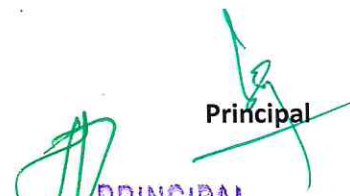
Members Present:

S.No	NAME	DESIGNATION	POSITION	SIGNATURE
01	Ms P Induja	Residential Warden	Member	
02	Ms K V Sreelekha	Residential Warden	Member	
03	Ms.P Athira	Residential Warden	Member	



Coordinator





Principal

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