



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: 18.11.2021

CIRCULAR

It is hereby informed that Girls Hostel Maintenance committee meeting is scheduled on 24.11.2021 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: 24.11.2021

The Girls Hostel Maintenance Committee meeting was held on 24.11.2021 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 | After a thorough discussion on cleanliness in hostel, it has been decided to purchase extra dustbins for hostel. |
| 2 | The leave record of the student has been maintained properly. |
| 3 | Warden has to visit the hostel room to ensure that no students to stay in the room during college hours. |
| 4 | Ragging is strictly prohibited inside the hostel premises and monitored on regular basis. |
| 5 | The plumbing work must be done. |
| 6 | Room allotment to students must be verified by the chief warden. |
| 7 | Instruction must be given to the mess owner to maintain cleanliness in mess and prepare the hygienic food. |
| 8 | Students should be given instructed not to waste the food. |
| 9 | Students should be instructed to follow the mess timings. |
| 10 | Students are instructed to get proper gate pass for get away. |
| 11 | Cleanliness has to be maintained over the Hostel Campus. |

The meeting end with a thanks note.

Members Present:

| S.No | NAME | DESIGNATION | POSITION | SIGNATURE |
|------|------------------|--------------------|----------|----------------------|
| 01 | Ms P. Athira | Residential Warden | Member | <i>Athira</i> |
| 02 | Ms K V Sreelekha | Residential Warden | Member | <i>K V Sreelekha</i> |
| 03 | Ms T Nivetha | Residential Warden | Member | <i>T Nivetha</i> |
| 04 | Ms P Induja | Residential Warden | Member | <i>P Induja</i> |



P. Induja
Coordinator

[Signature]
PRINCIPAL
Principal
Hindusthan College of Engineering & Technology,
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Date: 18.05.2022

CIRCULAR

It is hereby informed that Girls Hostel Maintenance committee meeting is scheduled on 20.05.2022 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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Date:20.05.2022

The Girls Hostel Maintenance Committee meeting was held on 20.05.2022 at 3:00PM in Principal board room.

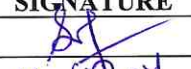
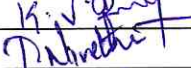
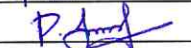

The following were discussed with the members.

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 | Study hours to be monitored by warden. |
| 2 | Suggestions are given to made changes in food chart. |
| 3 | Organizing a meeting with all the students twice a month. |
| 4 | Take a surprise inspection in a month. |
| 5 | The water doctor has to be serviced. |
| 6 | Suggestions given to the mess servants to wear gloves and cap |
| 7 | The plumbing work has to be done. |
| 8 | Hostel rooms were cleaned and did water wash. |
| 9 | The plumbing work has to be done. |
| 10 | UPS Arrangement made at Girls Hostel. |
| 11 | Cupboard Works has to be done at Girls Hostel. |

The meeting end with a thanks note.

Members Present:

| S.No | NAME | DESIGNATION | POSITION | SIGNATURE |
|------|------------------|--------------------|----------|---|
| 01 | Ms S Meena | Residential Warden | Member |  |
| 02 | Ms K V Sreelekha | Residential Warden | Member |  |
| 03 | Ms T Nivetha | Residential Warden | Member |  |
| 04 | Ms P Induja | Residential Warden | Member |  |




Coordinator


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Date: 10.11.2022

CIRCULAR

It is hereby informed that Girls Hostel Maintenance committee meeting is scheduled on 17.11.2022 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.

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COIMBATORE - 641 032

Date:18.11.2022

The Girls Hostel Maintenance Committee meeting was held on 17.11.2022 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 | Students must be educated to wear the mask properly. |
| 2 | Students must be advised to keep social distance in hostel and mess. |
| 3 | Suggested to clean the washrooms twice in a day due to covid-19. |
| 4 | Organizing a meeting with all the students twice a month. |
| 5 | Take a surprise inspection in a month. |
| 6 | The paint work must be done. |
| 7 | The leave record of the student has been maintained properly. |
| 8 | Hostel rooms were cleaned and did water wash. |
| 9 | Students should be instructed to follow the mess timings. |
| 10 | Cupboard Works must be done at Girls Hostel. |

The meeting end with a thanks note.

Members Present:

| Name | Designation | Position | Signature |
|------------------|--------------------|----------|-----------|
| Ms S Meena | Residential Warden | Member | |
| Ms K V Sreelekha | Residential Warden | Member | |
| Ms T Nivetha | Residential Warden | Member | |
| Ms P Induja | Residential Warden | Member | |
| Ms Ramya | Residential Warden | Member | |

Coordinator

Principal



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