



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: 24.07.2023

CIRCULAR

The Girls Hostel Management committee meeting is scheduled on 25.07.2023 at 3:30 pm in Principal Board Room. The committee members are requested to attend the meeting without fail.


Coordinator


Principal

PRINCIPAL
Hindusthan College Of Engineering & Technology
COIMBATORE - 641 032.

Copy To

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



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Valley Campus, Pollachi Highway, Coimbatore – 641 032

Date: 26.07.2023

The Girls Hostel Management Committee meeting was held on 25.07.2023 at 3:30PM 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 , plumbing and electrical works carried out in the Girls hostel campus.
3. The committee also assessed the possibilities about the new works to be assigned and completed in due course.
4. The following issues were taken up for consideration in the meeting.
 - Periodic maintenance of napkin vending machine and incinerator.
 - Offering various menus in hostel mess.
 - Awareness on reducing food wastage.
 - Ragging is strictly prohibited inside the campus.
 - Periodical maintenance of hostel premises.
 - Student's movement in and out of the hostel to be reviewed at regular intervals.

The meeting end with a thanks note.

Members Present:

S.No	NAME	DESIGNATION	POSITION	SIGNATURE
01	Ms. K. V. Sreeleaka	Residential Warden	Member	K. Sreeleaka
02	Ms. T. Nivetha	Residential Warden	Member	Nivetha
03	Ms. P. Induja	Residential Warden	Member	Indu


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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

Date: 09.10.2023

CIRCULAR

The Girls Hostel Management committee meeting is scheduled on 10.10.2023 at 12:30 pm in Principal Board Room. The committee members are requested to attend the meeting without fail.


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Date: 11.10.2023

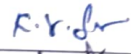
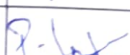
The Girls Hostel Management Committee meeting was held on 11.10.2023 at 1230PM in Principal board room.

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, plumbing and electrical works carried out in the Girls hostel campus.
3. The committee also assessed the possibilities about the new works to be assigned and completed in due course.
4. The following issues were taken up for consideration in the meeting.
 - Understand 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.

Members Present:

S.No	NAME	DESIGNATION	POSITION	SIGNATURE
01	Ms. K. V. Sreeleaka	Residential Warden	Member	
02	Ms. T. Nivetha	Residential Warden	Member	
03	Ms. P. Induja	Residential Warden	Member	


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Date: 01.02.2024

CIRCULAR

The Girls Hostel Management committee meeting is scheduled on 06.02.2024 at 3:00 pm in Principal Board Room. The committee members are requested to attend the meeting without fail.



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Date: 07.02.2024

The Girls Hostel Management Committee meeting was held on 06.02.2024 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, plumbing and electrical works carried out in the Girls hostels.
3. The committee discussed about the new works and management rules to be followed for the next six months.
4. The following issues were taken up for consideration in the meeting.
 - o Implement a study hour schedule with designated times, assign staff monitors to ensure compliance with study hour rules.
 - o Conduct inspections to ensure compliance with hostel rules and regulations.
 - o Check for cleanliness, maintenance issues, and adherence to safety protocols.
 - o Introduce new dishes or variations periodically to keep the menu
 - o Establish a regular maintenance schedule for checking and repairing civil maintenance issues.
 - o Ensure safety measures are in place, such as fire-resistant materials for cupboards storing flammable items.

The meeting end with a thanks note.

Members Present:

S.No	NAME	DESIGNATION	POSITION	SIGNATURE
01	Ms. K. V. Sreeleaka	Residential Warden	Member	K.V. Sreeleaka
02	Ms. T. Nivetha	Residential Warden	Member	T. Nivetha
03	Ms. P. Induja	Residential Warden	Member	P. Induja


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Date: 24.04.2024

CIRCULAR

The Girls Hostel Management committee meeting is scheduled on 25.04.2024 at 3:30 pm in Principal Board Room. The committee members are requested to attend the meeting without fail.


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Date: 26.04.2024

The Girls Hostel Management Committee meeting was held on 25.04.2024 at 3:30PM 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 conducted a thorough review of the maintenance, plumbing, and electrical works recently completed in the girls' hostels.
3. The committee discussed about the new works and management rules to be followed for the next six months.
4. The following issues were taken up for consideration in the meeting.
 - Ensure dustbins are segregated for recyclable and non-recyclable waste where applicable.
 - Educate residents on proper waste disposal practices to maximize effectiveness.
 - Implement measures such as serving smaller portions or allowing students to serve themselves to reduce plate waste.
 - Conduct regular awareness programs and orientations for new students to emphasize the importance of respectful behavior to avoid ragging.
 - Provide channels for reporting incidents anonymously and ensure swift action on reported cases.
 - Develop a maintenance schedule for regular inspection and cleaning of hostel facilities, ensuring hygiene standards and safety regulations.
 - Address repairs promptly to prevent disruptions to meal services.
 - Conduct audits of food storage and preparation areas to maintain cleanliness and food safety. Review and update protocols as necessary to adapt to changing circumstances or security concerns.

The meeting end with a thanks note.

Members Present:

S.No	NAME	DESIGNATION	POSITION	SIGNATURE
01	Ms. K. V. Sreeleaka	Residential Warden	Member	<i>K.V.S.</i>
02	Ms. T. Nivetha	Residential Warden	Member	<i>T.N.</i>
03	Ms. P. Induja	Residential Warden	Member	<i>P.Indu</i>

[Signature]
Coordinator

[Signature]
Principal

