

Date: 13.05.2019

CIRCULAR

It is hereby informed that Girls Hostel Maintenance committee meeting is scheduled on 17.05.2019 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
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PRINCIPAL
Hindusthan College of Engineering & Technology
COIMBATORE - 641 032

Date: 17.05.2019

The Girls Hostel Maintenance Committee meeting was held on 17.05.2019 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	Laundry Services to be done in Weekly Once.
2	Room allotment to students must be verified by the chief warden.
3	Instructed to the students not to waste the food.
4	The water doctor has to be serviced.
5	The leave record of the student has been maintained properly.
6	Wardens are informed to maintain the attendance properly.
7	The members of the committee decided to let the hostel students to decide the food menu of their choice
8	Study hours to be monitored by warden.
9	RO Systems must be arranged in Girls Hostel.
10	Ceiling Fan needs to be done at Girls Hostel.
11	Wiring Works needs to 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	Ms. S Kavipriya	Residential Warden	Member	<i>Kavipriya</i>

Dr. K. K. K.

Coordinator

Principal

Principal



Principal
Hindusthan College of Engineering & Technology
COIMBATORE - 641 032

Date: 12.11.2019

CIRCULAR

It is hereby informed that Girls Hostel Maintenance committee meeting is scheduled on 18.11.2019 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.

Dr. K. S. S.

Coordinator

[Signature]

Principal

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PRINCIPAL
Hindusthan College of Engineering & Technology
COIMBATORE - 641 032

Date:18.11.2019

The Girls Hostel Maintenance Committee meeting was held on 18.11.2019 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 plumbing work must be done.
2	Electrical complaints need to be monitored and to be rectified immediately.
3	The members of the committee decided to let the hostel students to decide the food menu of their choice.
4	Warden has to visit the hostel room to ensure that no students to stay in the room during college hours.
5	The water doctor must be serviced.
6	Complete student details room wise has to be prepared.
7	The emergency care unit to be available in hostel premises 24*7 and to be ensured.
8	Suggestions are given to made changes in food chart.
9	Wardens are informed to maintain the attendance properly.
10	Students should be given instructed not to waste the food.
11	Students should be instructed to follow the mess timings.

The meeting end with a thanks note.

Members Present:

S.No	NAME	DESIGNATION	POSITION	SIGNATURE
01	Mrs. S Angelina	Residential Warden	Member	Angelina
02	Ms. S Kavipriya	Residential Warden	Member	Kavipriya
03	Ms K V Sreelekha	Residential Warden	Member	K.V.Sreelekha

Dr. Kemp

Coordinator

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Principal



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