



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 Security Management committee meeting is scheduled on 24.11.2021 at 11:00 am in Principal Board Room. All the Security Management committee members are requested to attend the meeting and give your valuable suggestions.

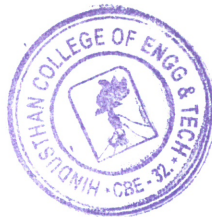

Coordinator


Principal

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

Copy To

1. The Security Management Committee Members
2. All hods / Establishments
3. File





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Date: 24.11.2021

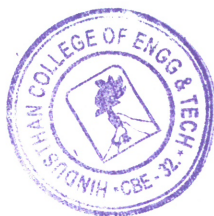
The Security Management Committee meeting was held on 24.11.2021 at 11:00 am in Principal board room.

The following were discussed with the members.

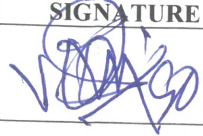
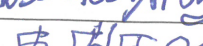
1. The committee reviewed the Security issues as suggested in the last meeting
2. The committee reviewed the security allocation and problematic points inside the campus during the last six months.
3. The committee discussed about the new security issues and its solutions.

S.No	Nature of work
1	The number of security personnel in all the points should be decided based upon the timing and the need.
2	Unnecessary parking in front of the department's offices should be avoided.
3	Roaming of bikes inside the college during class hours should be avoided by the students. And those students should be imposed fine.
4	Security personnel are advised not to argue with the students.
5	Security personnel are advised to note down the names or they should collect the identity cards of the mis behavioural students.
6	Security personnels are advised to report to duty on time.
7	Security personnels are advised to inform their absence to chief security officer as early as possible.
8	In case if any triples travel in the bike is found, security personnels must note down the vehicle number of the bikes.
9	If the vehicles travelling inside the campus with modified silencer, immediately that vehicle should be stopped and the driver should be produced before the principal
10	The security personnel should stop the entry of non-hostellers after 6 PM. Unless there is proper letter from their HoD's

The meeting end with a thanks note.



Members Present:

S.No	NAME	DESIGNATION	POSITION	SIGNATURE
01	Mr V Manoharan	Security Officer	Co-Coordinator	
02	Mr K V Sundaran	Security Guard	Member	
03	Mr D Kanagarasu	Security Guard	Member	
04	Mr M Thangavel	Security Guard	Member	
05	Mr K Subramanian	Security Guard	Member	


Coordinator


Principal



PRINCIPAL
Hindusthan College Of Engineering & Technology
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