

Date: 11.05.2018

CIRCULAR

It is hereby informed that Girls Hostel Maintenance committee meeting is scheduled on 16.05.2018 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: 16.05.2018

The Girls Hostel Maintenance Committee meeting was held on 16.05.2018 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	The water doctor must be serviced.
3	The leave record of the student must be maintained properly.
4	Wardens are informed to maintain the attendance properly.
5	Ragging is strictly prohibited inside the hostel premises and monitored on regular basis.
6	Instruction must be given to the mess owner to maintain cleanliness in mess and prepare the hygienic food.
7	Electrical Works had been done at Girls Hostel.
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 must be maintained over the Hostel Campus.

The meeting end with a thanks note.

Members Present:

S.No	NAME	DESIGNATION	POSITION	SIGNATURE
1	Mrs. S Angelina	Residential warden	Member	Angelina
2	Ms P Sujitra	Residential warden	Member	Sujitra
3	Ms. K Anandhi	Residential warden	Member	Anandhi
4	Ms P Dhivya	Residential warden	Member	Dhivya
5	Ms. S Kavipriya	Residential warden	Member	Kavipriya



Dr. K. R. S.
Coordinator

[Signature]
Principal

Hindusthan College of Engineering & Technology
COIMBATORE - 641 032

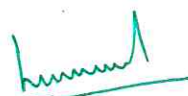
Date: 18.11.2018

CIRCULAR

It is hereby informed that Girls Hostel Maintenance committee meeting is scheduled on 23.11.2018 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:23.11.2018

The Girls Hostel Maintenance Committee meeting was held on 23.11.2018 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	Discussed about hostel maintenance and electrical works.
2	Wardens are informed to maintain the attendance properly.
3	Warden must visit the hostel room to ensure that no students to stay in the room during college hours.
4	Wardens are informed to submit the exact attendance
5	Any complaint with respect to repair or service in the hostel must be address immediately by the concerned department such as plumber, electrician.
6	Complete student details room wise must be prepared.
7	Electrical Maintenance must be done at Girls Hostel.
8	LED Works must be done at Girls Hostel.
9	Wardens are informed to maintain the attendance properly.

The meeting end with a thanks note.

Members Present:

S.No	NAME	DESIGNATION	POSITION	SIGNATURE
1	Mrs. S Angelina	Residential warden	Member	Angelina
2	Ms P Sujitra	Residential warden	Member	Sujitra
3	Ms. K Anandhi	Residential warden	Member	Anandhi
4	Ms P Dhivya	Residential warden	Member	Dhivya
5	Ms. S Kavipriya	Residential warden	Member	Kavipriya

[Signature]

Coordinator



[Signature]

Principal

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