



St. MARTIN'S ENGINEERING COLLEGE
UGC Autonomous
NBA & NAAC A+ Accredited
Dhulapally, Secunderabad – 500100
www.smec.ac.in



CONVENING ORDER
HOSTEL COMMITTEE, A.Y 2023-2024

Ref: SMEC/HC/2023-24/01

Date: 14.08.2023

St. Martin's Engineering College provides holistic, healthy and academic oriented environment hostel facilities to over 1000 students within the close vicinity of the college campus in an eco-friendly environment surrounded with a large number of trees and lush green lawns. There are separate hostel facilities for boys and girls.

The administration is decentralized and transparency is maintained by constituting various committees with senior faculty members. Hostel committee is constituted with the following members.

S.NO	Name of the Faculty	Designation	Department
1	Dr.D.Ranadheer Reddy	Convener	FME
2	Mr. V.Bharath Kumar	Member	CSE(FME)
3	Mr.P.Uday Kumar	Member	MECH(FME)
4	Dr.M.Nirmala Devi	Member	FME
5	Mrs.O.Kavitha	Member	ADMIN
6	Mrs. Nagamani	Member	ADMIN
7	Mr.G.Rajesh Goud	Member	ADMIN
8	Mr.Narra Solomon Raju	Student	ECE
9	Ms.Rayala Girija	Student	CSE

Frequency of Meeting: Once in a year, as and when required

Hostel Committee is responsible for the smooth functioning of the hostel and providing mess facilities at St. Martin's Engineering College.

Functions and Responsibilities

- Acts as a bridge between the administration, caterers, hostel authorities on one side and the students on the other.

- Facilitates the grievance regresses of students and communicates the same to the concerned authorities.
- To check on the daily issues regarding the hostel infrastructure, the housekeeping issues, mess facilities, etc.
- To ensure an enriching stay at the campus.
- To encourage the students for taking active part in fun-packed events and food-carnivals.
- Coordinates with other clubs and committees for the successful conduction of various events.
- In case of any serious drawback, the matter to be reported officially to the Principal.


14/8/23
Group Director
GROUP DIRECTOR
ST. MARTIN'S ENGINEERING COLLEGE
UGC - AUTONOMOUS
Survey No. 98 & 100, Dhulapally (V),
Dundigal-Gandimaisamma (M), Medchal-Malkajgiri (D)
Secunderabad-500 100, Telangana.