



# St. MARTIN'S ENGINEERING COLLEGE

UGC Autonomous  
NBA & NAAC A+ Accredited  
Dhulapally, Secunderabad – 500100  
www.smec.ac.in



Ref: SMEC/HC/2023-24/02

Date: 22.08.2023

## CIRCULAR

All the hostel committee members are here by informed to attend the meeting on 25.08.2023 at 12.30 P.M in the hostel TV room, SMEC.

### Agenda :

- The room allotments process.
- Students attendance report and addressing the complaints.
- Student leave permission procedure.
- Mess timings.
- Norms and Rules.

  
**CONVENER**  
22.08.2023.

- Cc to: 1) The Chairman & Executive Director- For kind information.  
2) The Principal - For kind information.  
3) IQAC coordinator.  
4) All Deans &HODs.  
5) Administrative Officer.  
6) The hostel committee members.