



St. MARTIN'S ENGINEERING COLLEGE

UGC Autonomous

NBA & NAAC A+ Accredited

Dhulapally, Secunderabad – 500100

www.smec.ac.in



Date: 25.08.2023

MINUTES OF MEETING

Hostel committee Meeting was held on 25.08.2023 at 12.30 P.M in the hostel TV room, SMEC.

The following Members were present:

S.NO	Name of the Faculty	Designation	Department	Signature
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	

The following points were discussed during the meeting and minutes were recorded as bellow.

- 1) The hostel committee decided and early bird basis for students as well as faculty members.
- 2) The committee instructed to submit the hostel students' attendance every day in the time bound by hostel in charges.
- 3) The committee advised to resolve any complaint with respect to repair / service in the hostel must be addressed within 24 hours by the concerned department such as plumber, electrician, etc.
- 4) All the students are strictly instructed, not to use any electric appliance inside the hostel.
- 5) Hostel convener educated the committee members about student leave Permission Procedure.
- 6) Hostel committee decided that no students to be permitted to enter the college hostel premises beyond the allotted time. If so, such cases will be taken to the notice of hostel convener.
- 7) The committee instructed security not to allow any outsider to the hostel premises.
- 8) The committee advised all the mess in charges to follow mess timings strictly.

- 9) The committee insisted that, SMEC hostel norms and rules must be obeyed by all the students and faculty.

The above points are thoroughly debated and forwarded to the Principal.


CONVENER
25.08.2023