




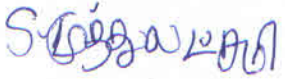




Attendance pertaining to the Meeting held on 14th October, 2019 at 5.00 pm

Members	Signature
1. Dr. S. Chamundeswari Principal & Hostel Warden	
2. Mrs. S. Dhanalakshmi Librarian & Assistant Warden	
3. Mrs. B. Amudhavalli Day-In-charge	
4. Ms. S. Nivetha Night In-charge	
5. Mr. R. Raju Head, Catering Department	
6. Mrs. S. Muthulakshmi Sweeper	
7. Ms. G.R. Shyamala Scavenger	
6. Student Representative	

**N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN
(Autonomous)**

**Minutes of the Kamala Nehru Womens Hostel Residents
and Administrative Staff Meeting**

The Hostel Residents and Administrative Staff of the Hostel met on 14th October, 2019 at 5.00 pm. at Kamala Nehru Womens Hostel.

The Meeting started with a silent prayer,

The Principal of the College and the Warden of the Hostel Dr. S. Chamundeswari met the students and other residents, along with the Assistant Warden, Mrs. S. Dhanalakshmi, and other Administrative Staff to discuss on various hostel related issues and the following decisions were taken with the consent of all members present.

- The members discussed about maintenance of all rooms as it has been reported that the residents do not maintain their rooms clean. Principal insisted that rooms should be maintained clean and not leave food and other waste material around the room without throwing into the bin. It was agreed upon to maintain a very clean environment by all members.
- It was
- The Principal also insisted that students should maintain all toilets clean and also report if toilets are not cleaned properly by the people appointed for that work.
- The water scarcity was discussed and it was unanimously agreed that the residents will adjust with the most prevalent water crises by using water very carefully, use College restrooms whenever needed and to purchase water during times of emergency. Principal insisted that all residents close taps carefully before leaving the toilets and wash areas.
- The residents were also asked not to waste food and to adhere to Food Timings.

- Attendance during Dinner time was made mandatory and residents were informed of entry into hostel during odd hours without prior permission will not be entertained.
- Leave Letters and Permission Letters were insisted to residents to be submitted and the In-charges to file them meticulously.
- The Catering In-charge, Mr. Raju raised the issue of increasing the monthly food payment from Rs. 4000/- per month to Rs. 4500/- as there is a steep increase in the price of all food commodities. After discussion it was agreed upon to raise the payment from January 2020 onwards.

The meeting came to an end with a note of thanks to the chair.



Principal & Hostel Warden

WARDEN
KAMALA NEHRU HOSTEL
S.K.T. NATIONAL COLLEGE OF
EDUCATION FOR WOMEN
TRIPLICANE, MADRAS - 600 006