



SHADAN WOMEN'S COLLEGE OF ENGINEERING & TECHNOLOGY  
KHAIRTABAD, HYDERABAD-500004, TELANGANA

SPORTS & CULTURAL COMMITTEE

10.11.2020.

CIRCULAR

It is planned to conduct the meeting of Sports & Cultural Committee of Shadan Women's College Of Engineering and Technology for the academic year 20-21, scheduled to be held on 19<sup>th</sup> Nov 2020 at 11 AM, in the Principal Office. The agenda of the meeting is as follows:

1. To discuss about objectives, policies and rules – regulations of the committee.
2. To discuss about responsibilities of every committee members.
3. To discuss about upcoming sports/cultural events in the college.
4. To finalize Annual Sports/Cultural Day date and venue.
5. To discuss about the expenditure made during entire Sports/Cultural Meet.

Copy to:

1. The Director
2. The Principal
3. All the Committee Members
4. HODs for information
5. Files

*J. P. Sreeni*  
PRINCIPAL  
Shadan Women's College of  
Engineering & Technology  
Khairatabad, Hyderabad - 4,  
T.S. India.

SHADAN WOMEN'S COLLEGE OF ENGINEERING & TECHNOLOGY

KHAIRTABAD, HYDERABAD-500004, TELANGANA



SPORTS & CULTURAL COMMITTEE

Minutes of the Meeting of the Academic year 2020-21 of Sports & Cultural Committee of Shadan Women's College of Engineering & Technology scheduled to be held on 19<sup>th</sup> November 2020 at 11:00 A.M. in the Principal Office, SWCET, Hyderabad-500004.

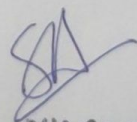
The Meeting of the Sports & Cultural Committee started at 11:00 A.M. The following committee members were present:

1. Mr. Siddiq Hassan, Physical Director
2. Ms. Arshia Sultana, Member
3. Ms. G. Swathi, Member
4. Ms. Sofia Roohi, Member
5. Ms. Sadaf Jahan, Member

Initially, the chairman of the committee welcomed all the members. Then the meeting was started by taking the following agenda:

1. To read and confirm the minutes of the previous meeting.
2. Pros and cons of Annual Sports/Cultural Meet discussed. Principal Sir encouraged everyone for the successes of the Event.
3. It was suggested in the meeting not to combine the Annual Day with Sport Day.
4. Expenditure of the Sports/Cultural Meet was presented before the committee and the Principal Sir. Signature and final approval was to be taken from Director Sir.
5. Any other matter.



  
CHAIRMAN / PHYSICAL  
DIRECTOR

## MINUTES OF CANTEEN COMMITTEE

20.01.2020

The canteen committee is designed for the welfare of staff and student to have hygienic.

Food along with well maintained canteen services, the committee takes regular suggestions from students and staff to improve the canteen services.

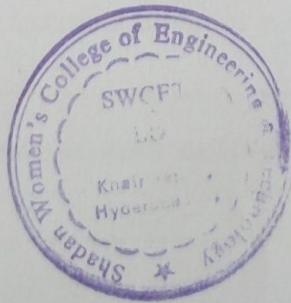
The following points were discussed in the meeting held on 20/1/2020

At 11:00 am

1. Quality of the food served in the canteen
2. Its decided to check cleanliness around the canteen
3. Allocation of duties to visit the canteen.
4. Availability of Dust bins in good condition and proper arrangement in canteen during break hours of college.
5. If any suggestions to be made by the members, they can meet the convener.

The following members attended the meeting

S.NO.	NAME	DESIGNATION	CATEGORY
1	Dr.Khateeja Begum	Assoc.Prof-H&S	Convener
2	Mr.Siddiq Hassan	Physical Director	Member
3	Ms.Srivani	Asst.Prof.-CSE ept.	Member
4	Ms.AliyaTehseen	Asst.Prof.-IT Dept.	Member
5	Sara Fatima	Student	Member
6	Soha Khan	Student	Member



(K)  
CONVENOR



# SHADAN

## Women's College of Engineering & Technology

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Date: 22/01/2020

S.No	Checklist Points	Yes	No	Observation
1.	Whether waste and unwanted items removed from canteen area?	✓		
2.	All available dustbins are cleaned and kept at marked /defined places?	✓		
3.	Is the floor of the canteen properly cleaned?	✓		
4.	Is there proper arrangement for disposal of food waste?	✓		
5.	Is there any loose wire or open wire connections?		✓	
6.	Is there any damage of electrical appliances?		✓	
7.	Whether the area having trip hazard is marked properly?			
8.	Whether all the utensils and equipment used in canteen are cleaned and hygiene?	✓		
9.	Whether tissue papers or wet wipes or sanitizers kept for students use?	✓		

(K)  
Convener



J.P. Devi  
Principal





# SHADAN

Women's College of Engineering & Technology

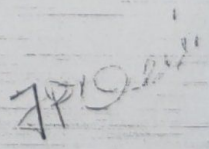
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Date: 17/3/2020

## CIRCULAR

The declaration novel covid lockdown declared by government of India Government of Telegana , the members discussed and finalized to close the canteen and its activities From tomorrow onwards i.e.20/3/2020 untill further instruction from the college Managemant.

  
Principal

