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SOVARANI MEMORIAL COLLEGE

NAAC RE-ACCREDITED
JAGATBALLAVPUR, HOWRAH-711408

Estd.-1971

website : www.sovarani.net * e-mail : srmcollege.edu@gmail.com

Ref. No.....

Date.....

Meeting Minutes

Date: 03/03/2023

Time: 3.15pm

Agenda: Discussion on students' demand for a sanitary napkin vending machine.

The meeting commenced with the Principal welcoming all attendees and introducing the agenda.

- The outlined the need for addressing the students' demand for a sanitary napkin vending machine on campus, emphasizing its importance for promoting menstrual hygiene.
- The Bursar presented budget estimates for the procurement and installation of a sanitary napkin vending machine.
- Members agreed to conduct a survey among students to gauge the level of demand and gather feedback on preferred features for the vending machine.
- The meeting concluded with a vote of thanks to the chair.


Principal
Sovarani Memorial College
Jagatballavpur, Howrah
3/3/23



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Meeting Minutes:

Date:02/09/2022

Time: 1.30pm

Agenda: Students' Complaints Regarding Poor Sanitary Condition of Washrooms

The meeting commences with the Principal acknowledging the urgency of addressing the students' concerns about the unsatisfactory state of the washrooms.

After detailed discussion on specific grievances raised by the student body, including broken fixtures, inadequate cleaning frequency, and insufficient hygiene supplies, the following Solutions are proposed:

1. Regular Cleaning and Monitoring: Increase the frequency of cleaning and maintenance checks.
2. Maintenance: Implement a system for students to report maintenance issues promptly, with a designated staff member responsible for addressing complaints.
3. Adequate supplies: Ensure that there are enough soap, paper towels, toilet paper, and hand sanitizers available at all times.
4. Ventilation: Ensure proper ventilation to reduce odors and maintain air quality.

The meeting concludes with a commitment from all attendees to prioritize the improvement of washroom conditions and to monitor progress closely. The meeting ends with a vote of thanks to the chair.


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Meeting minutes:

Date: 10.05.2019

Time: 11.30am

Agenda: Special Practical Classes Requested by Semester 2 and 3 Students in the Chemistry Department

The Principal reports that the students of Semester 2 and 3 have submitted an application letter requesting special practical classes for the Chemistry department.

After a thorough discussion, it was agreed upon to organize special practical classes for Semester 2 and 3 students, allocating additional resources and adjusting the timetable accordingly. The meeting ends with a vote of thanks to the chair.


Principal
Sovarani Memorial College
Jagatballavpur, Howrah

10/5/19



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Ref. No.....

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Meeting Minutes

Date: 12.12.2018

Time: 3.00pm

Agenda: Students' demand for increasing the variety of food available in the College Canteen

The meeting commenced with The Principal pointing out the urgency of a discussion on the students' demand for increasing the variety of food in the college canteen.

Various points were raised regarding the necessity of having a functioning canteen on campus to cater to the needs of students who commute long distances or have busy schedules. Concerns were voiced regarding the current lack of convenient and affordable food options for students.

After thorough discussion it was agreed upon that further research and discussion would be necessary to determine the best course of action.

The meeting ends with a vote of thanks to the chair.


Principal
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Jagatballavpur, Howrah