



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

Ref: Acet / Hostel /2016-17/SOP

Standard Operating Procedure (SOP) of Hostel Committee

AY:2016-2017

1. SOP will be changed as and when changes are required.
2. Hostel committee will be reconstituted every academic year.
3. Hostel committee members shall visit the premises of hostel [Boys/ Girls and Mess] at regular intervals.
4. Circular regarding the meetings will be circulated to all the hostel committee members.
5. In case of any discrepancy, it will be brought to the notice of chairmen of hostel committee for the necessary actions to be taken accordingly.
6. Before the commencement of the academic year the hostel committee need to decide vacancy list of hostel rooms.
7. Hostel rooms will be allotted to students depending on available vacancy on first come first serve basis.
8. Regular monitoring of attendance of hostel students and necessary actions to be taken.

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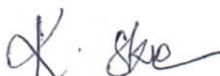


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Procedure for Hostel Admission:

1. If a student is willing to join the hostel, his/her details have to be verified thoroughly.
2. Students must bring his/her parents or guardian to do the proceedings for joining the hostel.
3. After the verification of student, a faculty member will explain the rules & regulations to be followed in the hostel.
4. Upon agreement of all rules and regulations by the parent or guardian, one of the student members guides the student to the hostel to inspect the amenities and atmosphere..
5. Based on parent/guardian approval, the student will be provided an application form to fill out with personal information.
6. The principal authorises the student (She/he) and sends him/her to the corresponding hostel (boys/girls) chief warden based on the information provided on the application form.
7. One of the student members (She/he) guides the student (She/he) and his/her parents or guardians to the appropriate hostel (Boys/Girls) after receiving permission from the principal.
8. The appropriate head warden (Boys/Girls) will review the authorised letter and record the student's (She/he) information in the allotment register, as well as the parent/contact guardian's information for future correspondence..
9. After the student has registered, he or she will be assigned to a specific room in the hostel.
10. After room assignment, the hostel supervisor directs the student, parent/guardian, and student member to their assigned room.
11. The new student is introduced to the other roommates by the student member.
12. The chief warden (boys/girls) prepares an abstract of student attendance by 8:00 p.m. and sends it to the chairman of the hostel committee and the student's respective parent/guardian.


Co-ordinator


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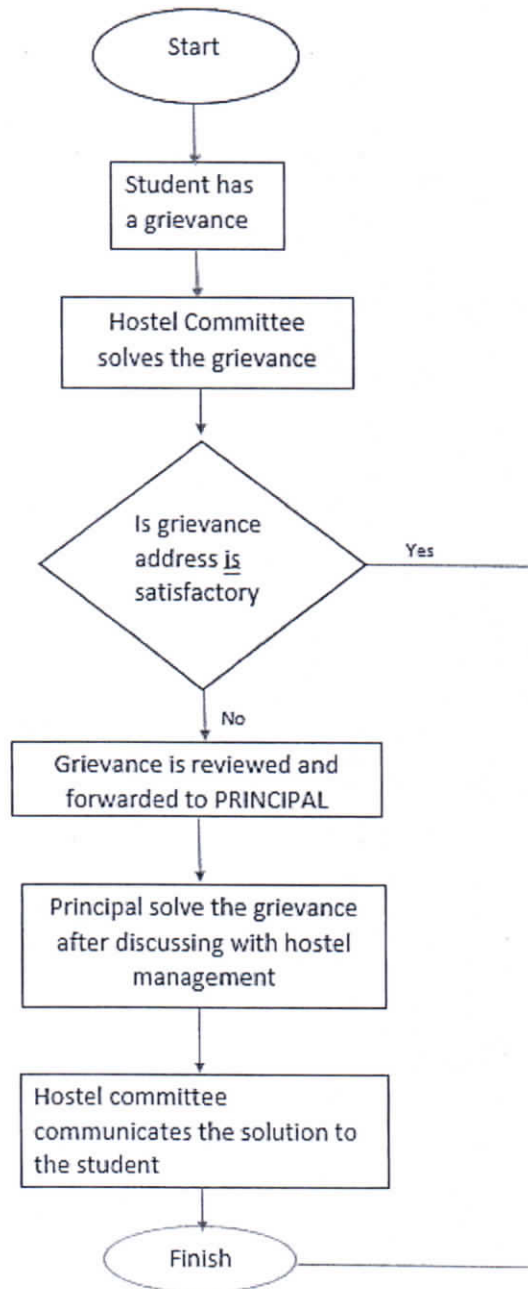

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Mechanism of redressal of grievance towards HOSTEL




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Ref: ACET/ Hostel /2016-17 /Circular/1

Dated: 17-08-2016

CIRCULAR

This is to inform to all the Hostel Committee members to gather in ACET Seminar Hall, Visveswaraya Bhavan on 25/08/2016 at 3.00 PM to discuss about the action plan for the academic year 2016-2017-. All the members are requested to attend the meeting without fail.

Agenda of the Meeting:

1. Discussion on change of Menu for both North and South Canteens
2. Discussion on allotment of rooms for students for new joiners
3. Discussion on makeup classes for students in the hostel
4. Discussion on timings and outing of students on Sunday

CC to: All the Hostel Committee Members

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Ref: ACET/Hostel /2016-17/MOM/1

Dt. 25-08-2016

Minutes of Meeting

Hostel Committee 2016-17

Date of meeting	25-08-2016	Time	03:00PM to 04:00PM
Venue	ACET Seminar Hall, VisweswarayaBhavan, ACET		

The Committee has conducted a meeting on 25-08-2016 with this following agenda

Agenda:

1. Discussion on change of Menu for both North and South Canteens
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4. Discussion on timings and outing of students on Sunday

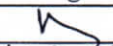

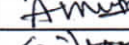



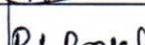
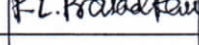

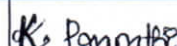
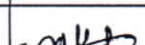
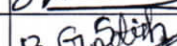

Minutes and Resolutions:

1. The Co-ordinator K. Santhosh Kumar has read the previous menu and asked the members to suggest if any changes required. Student members had mentioned some complaints about food quality and the Committee has assured them to clear the problems.
2. Committee has decided to allot the rooms for new joiners as there is an increase in the number. Since the number of students joined in the hostel has increased, there is a need to construct new buildings for upcoming years.
3. The Committee stated that makeup classes (study hours) will be conducting for students from 08:00PM to 10:00PM. All the faculty members who are staying in the hostel have to attend the classes without fail.
4. Student members requested the Committee to provide the required number of buses for outing on Sunday as the number has increased.


The meeting was concluded with thanks to Principal.



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Members who have attended the meeting

S No	Name of the Committee Members	Designation	Role	Sign
1	Dr. T K Rama Krishna Rao	Principal	Chairman	
2	Mr. Kapaganti Santhosh Kumar	Asst. Professor	Coordinator-1	
3	Ms. Sarika Annapurna Devi	Asst. Professor	Coordinator-2	
4	Dr. Thodeti Srihari	Professor	Member	
5	Dr. Rayudu V V Krishna	Professor	Member	
6	Mr. Chikkam Swarna Durga Rao	Asst. Professor	Member	
7	Ms. Vasamsetty Naga Kalyani	Asst. Professor	Member	
8	Mr.P.L Prasad rao	Chief warden (Boys hostel)	Member	
9	Mrs.K Saritha	Chief warden (Girls hostel)	Member	
10	Ms. Karri Geetha Pranathi 13P35A0528	Student	Member	
11	Mr. Salam Rahul Singh 13P31A0246	Student	Member	
12	Mr. Bondada Ganga Satish 13P31A0307	Student	Member	
13	Ms. Kappagantula Lakshmi Sri Divya 14P35A0430	Student	Member	


Co-ordinator


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