



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

Ref: Acet / Hostel /2017-18/SOP

Standard Operating Procedure (SOP) of Hostel Committee

AY:2017-2018

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 chairman 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.


Principal

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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 hostel 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 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 warden 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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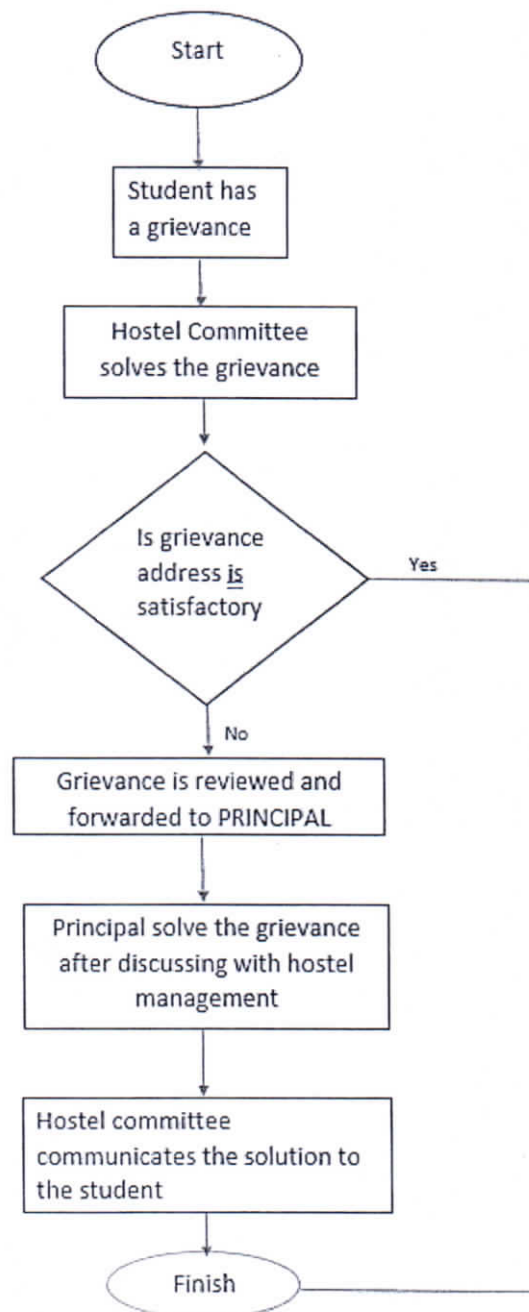

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Mechanism of redressal of grievance towards HOSTEL




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Ref: ACET/Hostel /2017-18 /Circular/1

Dated: 21-08-2017

CIRCULAR

This is to inform to all the Hostel Committee members to gather in Principal's Room, Visveswaraya Bhavan on 24-08-2017 at 2.00 PM to discuss about the action plan for the academic year 2017-18. 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 and need of some library
4. Discussion on setting up of computers and internet facility

CC to: All the Hostel Committee Members

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Ref: ACET/Hostel /2017-18/MOM/1

Dt. 24-08-2017

Minutes of Meeting Hostel Committee 2017-18

Date of meeting	24-08-2017	Time	02:00PM to 03:00PM
Venue	Principal's Room, Visweswaraya Bhavan, ACET		

The Committee has conducted a meeting on 24-08-2017 with this following agenda

Agenda:

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 and need of some library
4. Discussion on setting up of computers and internet facility


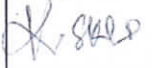


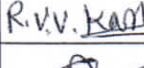

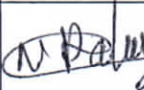
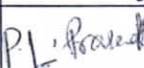

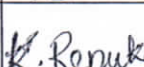
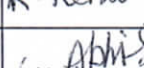
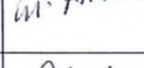

Minutes and Resolutions:

1. The Co-ordinator P. Apurva 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. Members have suggested that the quality of the food has to increase.
2. Since the number of students joined in the hostel has increased, there is a need to construct new buildings for upcoming years. Committee has decided to discuss this with the management.
3. The 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. By the suggestion of student members Committee has decided to maintain a portable library as per the need of students.
4. Principal Sir has suggested that it is more useful to have computers with good internet facility in the hostel.

The meeting was concluded with thanks to Principal.


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Members who have attended the meeting

S. No	Name of the person	Designation	Role	Signature
1	Dr. T K Rama Krishna Rao	Principal	Chairman	
2	Mr. Kapaganti Santhosh Kumar	Asst. Professor	Coordinator-1	
3	Ms. Padagala Apurva	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. Kancharana Renuka 14P35A0212	Student	Member	
11	Mr. Abhishek Gaurav 14P31A03L4	Student	Member	
12	Mr. Kada Ravi Kumar 14P31A0517	Student	Member	
13	Ms. Meenavalli Yamini Meherlavanya 14P35A04F5	Student	Member	


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