



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

Ref: Acet / Hostel /2018-19/SOP

Standard Operating Procedure (SOP) of Hostel Committee

AY:2018-2019

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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SURAMPALAM- 533 437

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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.

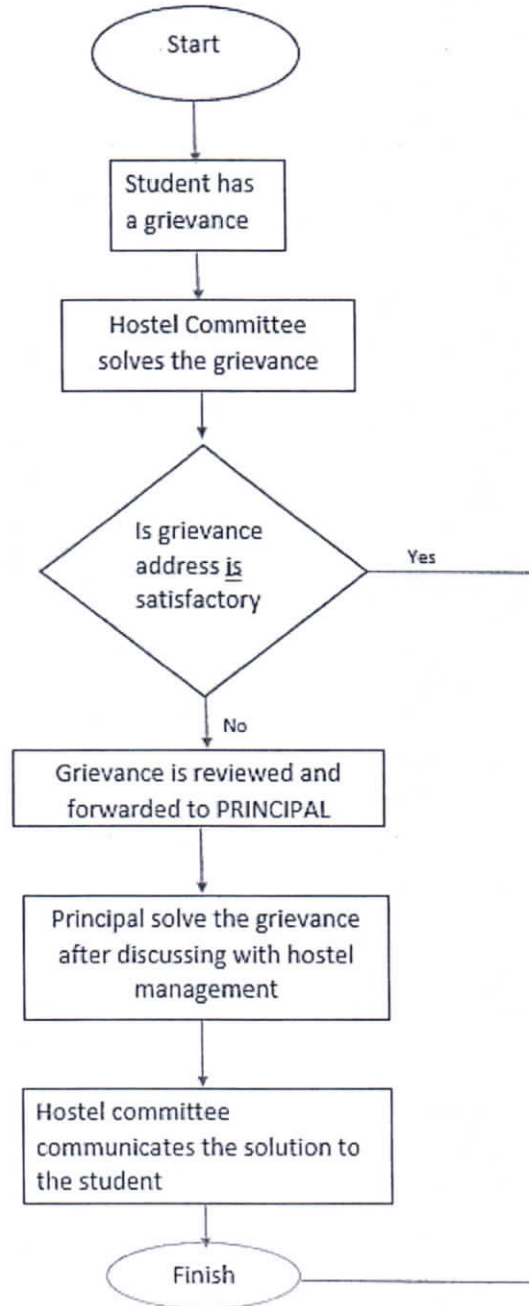

Co-ordinator



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Mechanism of redressal of grievance towards HOSTEL




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Ref: ACET/Hostel /2018-19/Circular/1

Dated: 16-08-2018

CIRCULAR

This is to inform to all the Hostel Committee members to gather in ACET Seminar Hall, Visveswaraya Bhavan on 20/08/2018 at 2.00 PM to discuss about the action plan for the academic year 2018-19. All the members are requested to attend the meeting without fail.

Agenda of the Meeting:

1. Discussion on change of contractors of both North and South Canteens
2. Discussion on need of new buildings in the hostels
3. Discussion on makeup classes for students in the hostel
4. Discussion on various facilities like internet, Computers etc.

CC to: All the Hostel Committee Members

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Ref: ACET/Hostel /2018-19/MOM/1

Dt. 20/08/2018

Minutes of Meeting Hostel Committee 2018-19

Date of meeting	20/08/2018	Time	02:00PM to 03:00PM
Venue	ACET Seminar Hall, Visweswaraya Bhavan, ACET		

The Committee has conducted a meeting on 20/08/2018 with the following

Agenda:

1. Discussion on change of contractors of both North and South Canteens
2. Discussion on need of new buildings in the hostels
3. Discussion on makeup classes for students in the hostel
4. Discussion on various facilities like internet, Computers etc.

Minutes and Resolutions:

1. The Committee has decided to change the contractors of both the canteens as their duration is going to end. Members suggested adding some more items in the menu which are desired by students.
2. Allotment of rooms for upcoming first year students is becoming difficult to arrange because of increase in the number of students joined in the hostel so the wardens requested to complete the new blocks quickly.
3. The makeup classes (study hours) for students from 08:00PM to 10:00PM is as per the schedule. The faculty members who are staying in the hostel have to attend the classes.
4. The Committee stated that there is a need to improve various skills, for that more number of systems are needed with good internet facility.

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. 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. Gunnam Lakshmi Sai Swetha 15P35A1212	Student	Member	
11	Mr. Gadi Sai Kumar 15P31A0320	Student	Member	
12	Mr. Kolapalli Salem Rajesh Naidu 15P31A0423	Student	Member	
13	Ms. Regani Indupriya 15P35A0539	Student	Member	


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