



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

Ref: Acet / Hostel /2019-20/SOP

Standard Operating Procedure (SOP) of Hostel Committee

AY:2019-2020

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.

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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.

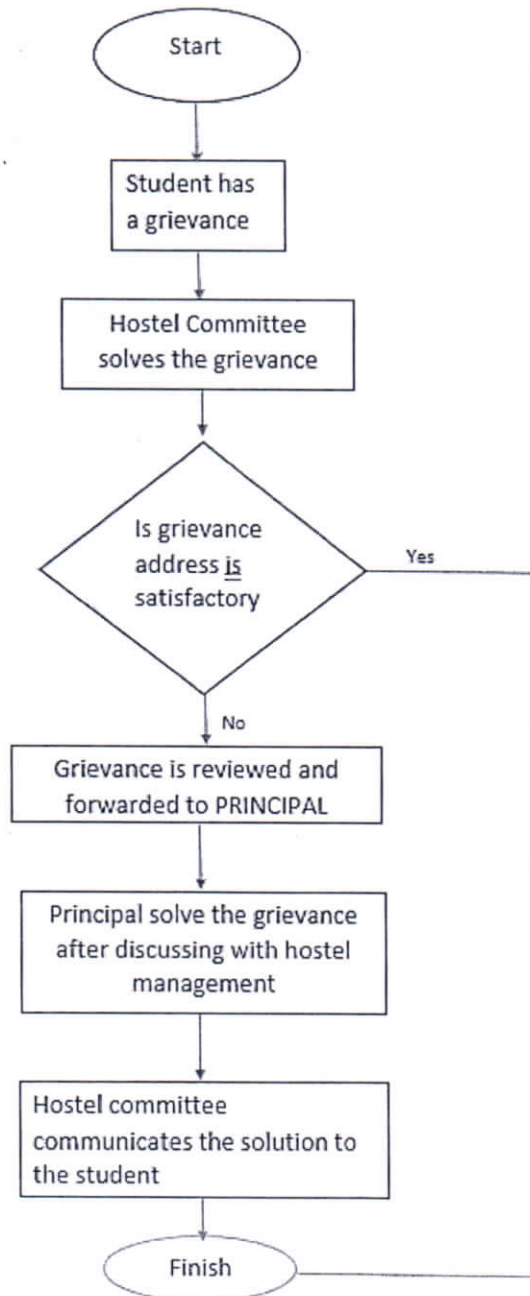

Co-ordinator



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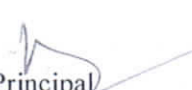


Mechanism of redressal of grievance towards HOSTEL




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Ref: ACET/Hostel /2019-20/Circular/1

Dated: 16-08-2019

CIRCULAR

This is to inform to all the Hostel Committee members to gather in ACET Seminar Hall, Visveswaraya Bhavan on 20/08/2019 at 2.00 PM to discuss about the action plan for the academic year 2019-20. All the members are requested to attend the meeting without fail.

Agenda of the Meeting:

1. Discussion on Menu of North and South Canteens
2. Discussion on allotment of rooms for students
3. Discussion on study hours for students in the hostel
4. Discussion on Sports and Cultural facilities and activities
5. Discussion on conducting of a meeting with the hostel students.

CC to: All the Hostel Committee Members

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Ref: ACET/Hostel /2019-20 /MOM/1

Dt. 20/08/2019

Minutes of meeting Hostel Committee 2019-20

Date of meeting	20/08/2019	Time	02:00PM to 03:00PM
Venue	ACET Seminar Hall, Visweswaraya Bhavan, ACET		

The Hostel Committee has conducted a meeting on 20/08/2019 with the following agenda

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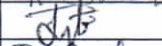

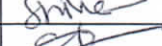

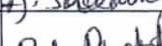
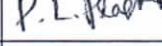
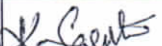
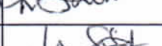

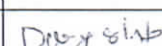
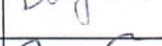
Minutes and Resolutions:

1. The Co-ordinator of Hostel Committee Mrs. A. L. Jyothi has read the previous menu and asked the members to suggest if any changes required. Student members have suggested that there should be some changes in the menu and the quality has to be improved as well.
2. Allotments of rooms for students who were already staying in the hostel has to be done accordingly. As there is increase in the number of students joined in the hostel so need to allot the rooms in the newly constructed blocks.
3. Committee has decided to continue the study hours for students from 08:00PM to 10:00PM. The faculty members who are staying in the hostel have to attend the classes without fail.
4. The Committee stated that Sport and Cultural activities can be conducted on variant events like Vinayachavithi, Diwali, NewYear etc. The Sports facilities like Shuttle Badminton courts have to be renewed.
5. Committee members have decided to change the standard operating procedure as they want to conduct a meeting with the hostel students directly.


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	Mrs. Amarthaluri Lalitha Jyothi	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	Mrs. Ayithampudi Swathi	Asst. Professor	Member	
8	Mr.P.L Prasad rao	Chief warden (Boys hostel)	Member	
9	Mrs.K Saritha	Chief warden (Girls hostel)	Member	
8	Ms. Madhavarapu Ganika Nooka Mahalakshmi 16P35A0407	Student	Member	
9	Mr. Thandrangi Durga Siva Prasad 16P35A0233	Student	Member	
10	Mr. Meneddi Kumar Raju 16P35A0332	Student	Member	
11	Ms. Kakarla Devi Priya 16P35A0502	Student	Member	


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