



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

Ref: Acet / Hostel /2020-21/SOP

Standard Operating Procedure (SOP) of Hostel Committee

AY:2020-2021

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. Hostel committee members will conduct meeting with hostel students [Boys/Girls] to have detailed discussion about hostel facilities and accommodation
6. 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.
7. Before the commencement of the academic year the hostel committee need to decide vacancy list of hostel rooms.
8. Hostel rooms will be allotted to students depending on available vacancy on first come first serve basis.
9. Regular monitoring of attendance of hostel students and necessary actions to be taken.

Principal

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Aditya College of
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SURAMPALEM- 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 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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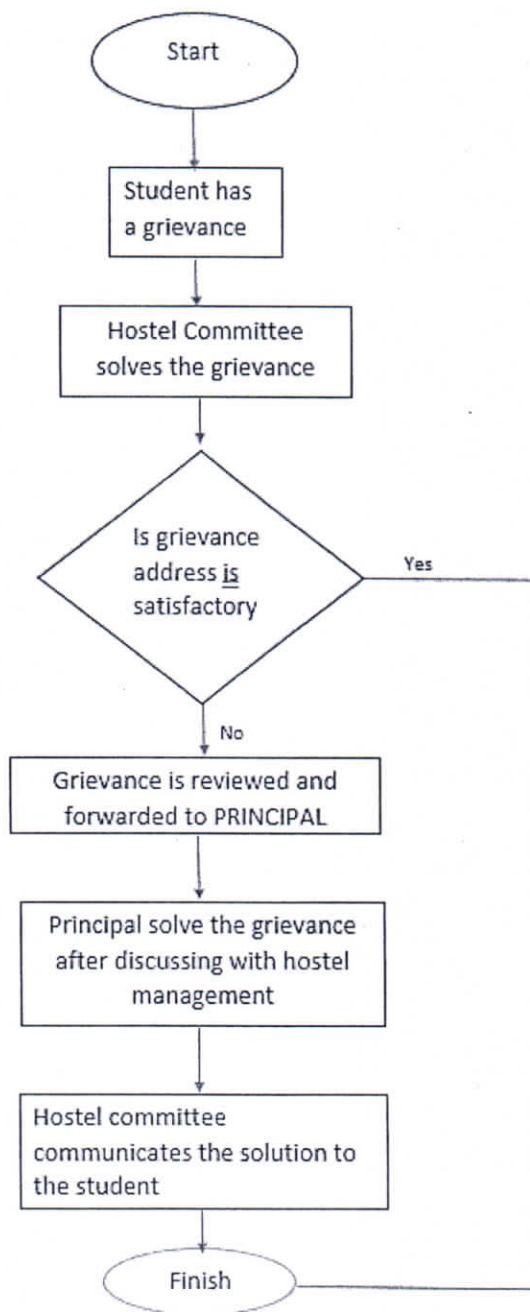

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Mechanism of redressal of grievance towards HOSTEL




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Ref: ACET/Hostel /2020-21/MOM/1

Dt. 12-09-2020

Minutes of Hostel Committee 2020-21

Date of meeting	12-09-2020	Time	02:00PM to 03:00PM
Venue	Online meeting		

The Hostel Committee has conducted an online meeting Microsoft teams on 12-09-2020 with the following agenda

Agenda:

1. Discussion on Sanitation processes and Physical distancing
2. Discussion on allotment of rooms for students
3. Discussion on Menu of North and South Canteens
4. Discussion on medical care of the students

Minutes and Resolutions:

1. Members have suggested that as the Pandemic has given a bit relief, all the hostels blocks need to be sanitized thoroughly on day to day and the physical distance have to be maintained strictly.
2. Members have decided that depending upon the total strength of the hostel, the rooms need to be adjusted and allotted so that proper social distance can be maintained.
3. Members have suggested and added some nutrient foods have to the menu of the both South and North canteens.
4. Principal Sir suggested that proper care to be taken for the welfare of students, therefore the availability of medical kits, and staff should be thoroughly checked.

The meeting was concluded with thanks to Principal.


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Ref: ACET/Hostel /2020-21/Circular/1

Dated: 08-09-2020

CIRCULAR

This is to inform to all the Hostel Committee members login to online zoom meeting on 12-09-2020 at 2.00 PM to discuss about the action plan for the academic year 2020-21. All the members are requested to attend the meeting without fail.

Agenda of the Meeting:


1. Discussion on Sanitation processes and Physical distancing
2. Discussion on allotment of rooms for students
3. Discussion on Menu of North and South Canteens
4. Discussion on medical care of the students

CC to: All the Hostel Committee Members

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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. Jaldu Surendranadh	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	
10	Ms. Loya Sravani 17P31A0523	Student	Member	
11	Mr. Yenni Bhujangarao 17P31A0448	Student	Member	
12	Mr. Golla Saikumar 17P31A0211	Student	Member	
13	Ms. Koripella Anusha 17P31A1225	Student	Member	


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