



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada
Recognized by UGC under Section 2(f) of UGC Act, 1956
Aditya Nagar, ADB Road, Surampalem - 533 437, E.G Dist, Ph: 99631 76662

Ref: ACOE/HC/2018-19/Constitution of Hostel Committee

21-06-2018

Constitution of Hostel Committee

The undersigned is pleased to constitute the Hostel Committee with the following members for the academic year 2018-19 to strengthen the Hostel facilities in the Institute and to procure the required infrastructure and other amenities in hostel.

S. No.	Name of the person	Designation	Role
1.	Dr. T.K.Ramakrishna	Principal	Chairman
2.	Mr. P.L. Prasad Rao	Chief warden (Boys Hostel)	Convener
3.	Mr.G. Rama Krishna	HOD-ECE	Member
4.	Mr. K. Manoj Kumar Reddy	HOD-EEE	Member
5.	Mrs. K Saritha	Chief warden (Girls Hostel)	Member
6.	Mr.P.Kishore	Asst.Prof- ECE	Member
7.	Ms.P.Trikala	Asst.Prof- ECE	Member
8.	Mr.U.V.Eswarudu	Asst.Prof- EEE	Member
9.	Mrs.A.Rama Devi	Asst.Prof- CSE	Member
10.	Mr.CH.Kiran	III MECH	Student Member
11.	Ms.R.Sai prasanna	III CSE	Student Member
12.	Ms.Pavani Kodali	IV ECE	Student Member
13.	Mr.J.Jaya Krishnan	IV PT	Student Member


Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALEM - 533 437



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Ref:ACOE/HC/2018-19/SOP

21-06-2018

HOSTEL COMMITTEE STANDARD OPERATING PROCEDURE (SOP) AY 2018-2019

Standard Operating Procedure (SOP) of Hostel Committee is formulated with reference to the notice dated 21-06-2018.

1. Hostel Committee will be reconstituted when the members move out of Institute.
2. SOP will be prepared for the Hostel Committee, when there are changes noted/required.
3. Circular will be issued to all the members of the Hostel Committee regarding the meetings specifying the venue, date and time.
4. Hostel committee members shall visit and check the hostel (boys/girls) and respective mess at regular intervals.
5. Hostel committee members shall conduct the meeting with hostel (boys/girls) students and have detailed discussion regarding their accommodation and facilities in the hostel.
6. In case of any serious drawback, the issue is brought to the notice of Chairman of hostel committee and necessary steps will be taken accordingly.
7. Hostel committee has to decide the vacancy list of rooms in the hostel before the commencement of the academic year.
8. Hostel rooms will be allotted to students depending on the available vacancy and on first come first served.
9. Attendance of hostel students shall be reviewed and accordingly necessary recommendations will be suggested.
10. Regular meetings shall be conducted with the committee members and if any indisciplinary actions are found, the same will be reported to Chairman of the committee and action will be initiated.

Hostel Admission Procedure:

1. If student is willing to join hostel, his/her credentials are verified.
2. Student is asked to bring his/her parents or guardian for the proceedings to avail the hostel facility.
3. After student verification, in the presence of his/her parent or guardian, one of the faculty members (based on the availability) will explain the rules & regulations to be followed while staying in hostel.
4. Based on parent/guardian acceptance for all the rules & regulations, one of the student members will guide the student for visiting the hostel and look over the ambiances and facilities available in the hostel.
5. Based on parent/guardian satisfaction, student will be given an application form to be filled duly with details of the students.
6. Based on the details filled in the application form student (he/she) is authorized by the principal and sent to respective hostel (boys/girls) chief warden.
7. After authorization by the principal, one of the student members(he/she)will guide the student(he/she) along with his/her parents or guardian to respective hostel(boys/girls).
8. The respective chief warden (boys/girls) will verify the authorized letter and enter the details of the student (he/she) in hostel allotment register and contact details of parent/guardian for further correspondence.
9. After student registration he/she will be allotted a specific room in the hostel.
10. After room allotment, student and parent/guardian along with student member will be guided to the respective room by one of the hostel supervisor.
11. The student member will introduce the new student to the fellow roommates.
12. The abstract of student attendance is to be prepared by chief warden (boys/girls)by 8:00PM and is to be sent to the Chairman of hostel committee and respective parent/guardian of the student.

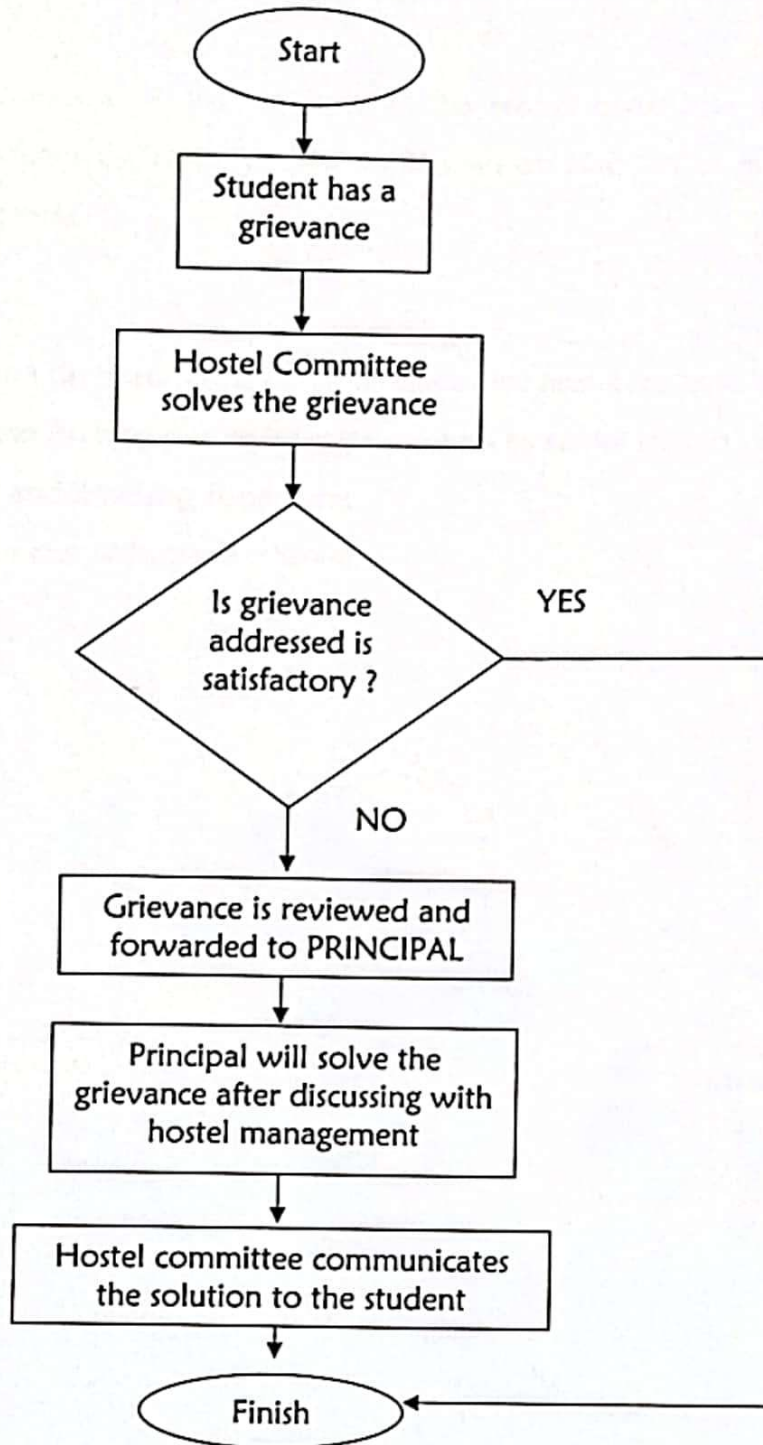


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Standard Operating Procedure – Hostel Committee



P. C. Prasad Rao
Convener


Principal

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Ref: ACOE/HC/2018-19/1/Circular

03-07-2018

CIRCULAR

This is to inform all the members of the Hostel committee that there will be a meeting in Principal's Office at Ramanujan Bhavan on 10-07-2018 at 2:30 PM to discuss the following agenda.

AGENDA:

1. Discussion on introducing remedial classes for hostel students having backlogs.
2. Discussion on introducing biometric system to hostel students for IN/OUT pass.
3. Review and finalizing foodmenu.
4. Maintenance of hygiene in hostel.

P. Prasad Rao
Convener



[Signature]
Principal

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Cc to : All Members of Hostel Committee



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Ref:ACOE/HC/2018-19/1/Minutes

10-07-2018

MINUTES OF HOSTEL COMMITTEE AY 2018-19

Date of meeting	10 th July 2018	Duration	2:30 PM to 3:30PM
Venue	Principal's Office, First floor, Ramanujan Bhavan		
Reference	Ref: ACOE/HC/2018-19/1/Circular dated 03 rd July 2018		

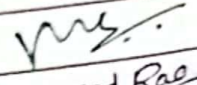
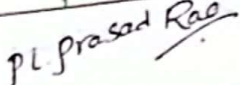
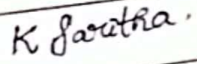
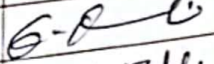
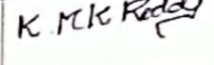
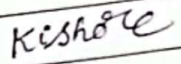

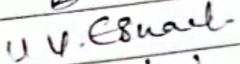
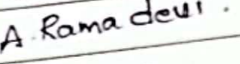
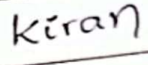
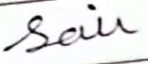
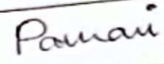
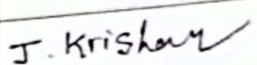
The meeting of Hostel Committee of Aditya College of Engineering held on 10th July 2018, with the following agenda:

AGENDA:

1. Discussion on introducing remedial classes for hostel students having backlogs.
2. Discussion on introducing biometric system to hostel students for IN/OUT pass.
4. Review and finalizing food menu.
5. Maintenance of hygiene in hostel.

The meeting of Hostel Committee commenced with a welcome by Dr.T.K.Rama Krishna Rao, the Chairman of the Hostel Committee. Mr. P.L. Prasad Rao, Chief Warden of Boys Hostel has extended his cordial welcome to all the members. Mrs. K.Saritha, Chief Warden of Girls read out the notes on agenda for discussion. Further, the Chairman reviewed and discussed about the points of agenda.

Members attended the meeting on 10th July, 2018.

S. No.	Name of the person	Designation	Role	Signature
1.	Dr. T. K. Ramakrishna	Principal	Chairman	
2.	Mr. P.L. Prasad Rao	Chief warden (Boys Hostel)	Convener	
3.	Mrs. K Saritha	Chief warden (Girls Hostel)	Co-convener	
4.	Mr.G. Rama Krishna	HOD-ECE	Member	
5.	Mr. K. Manoj Kumar Reddy	HOD-EEE	Member	
6.	Mr.P.Kishore	Asst.Prof- ECE	Member	
7.	Ms.P.Trikala	Asst.Prof- ECE	Member	
8.	Mr.U.V.Eswarudu	Asst.Prof- EEE	Member	
9.	Mrs.A.Rama Devi	Asst.Prof- CSE	Member	
10.	Mr.CH.Kiran	III MECH	Student Member	
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P.L. Prasad Rao
Convener


Principal

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