



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK & Accredited by NAAC

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/2019-20/Constitution of Hostel Committee

05-06-2019

Constitution of Hostel Committee

The undersigned is pleased to constitute the Hostel Committee with the following members for the academic year 2019-20 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. A.Ramesh | 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.N. Kranthi Kumar | III ECE | Student Member |
| 11. | Ms.Inti Shiny | II CSE | Student Member |
| 12. | Ms. M. Hema Latha | III CSE | Student Member |
| 13. | Mr. P Prasant Kumar | III MECH | Student Member |

PRINCIPAL

Aditya College of Engineering
SURAMPALAM - 533 437



Ref:ACOE/HC/2019-20/SOP

05-06-2019

HOSTEL COMMITTEE
STANDARD OPERATING PROCEDURE (SOP)
AY 2019-2020

Standard Operating Procedure (SOP) of Hostel Committee is formulated with reference to the notice dated 05-06-2019.

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 hostelfacility.
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.


Principal

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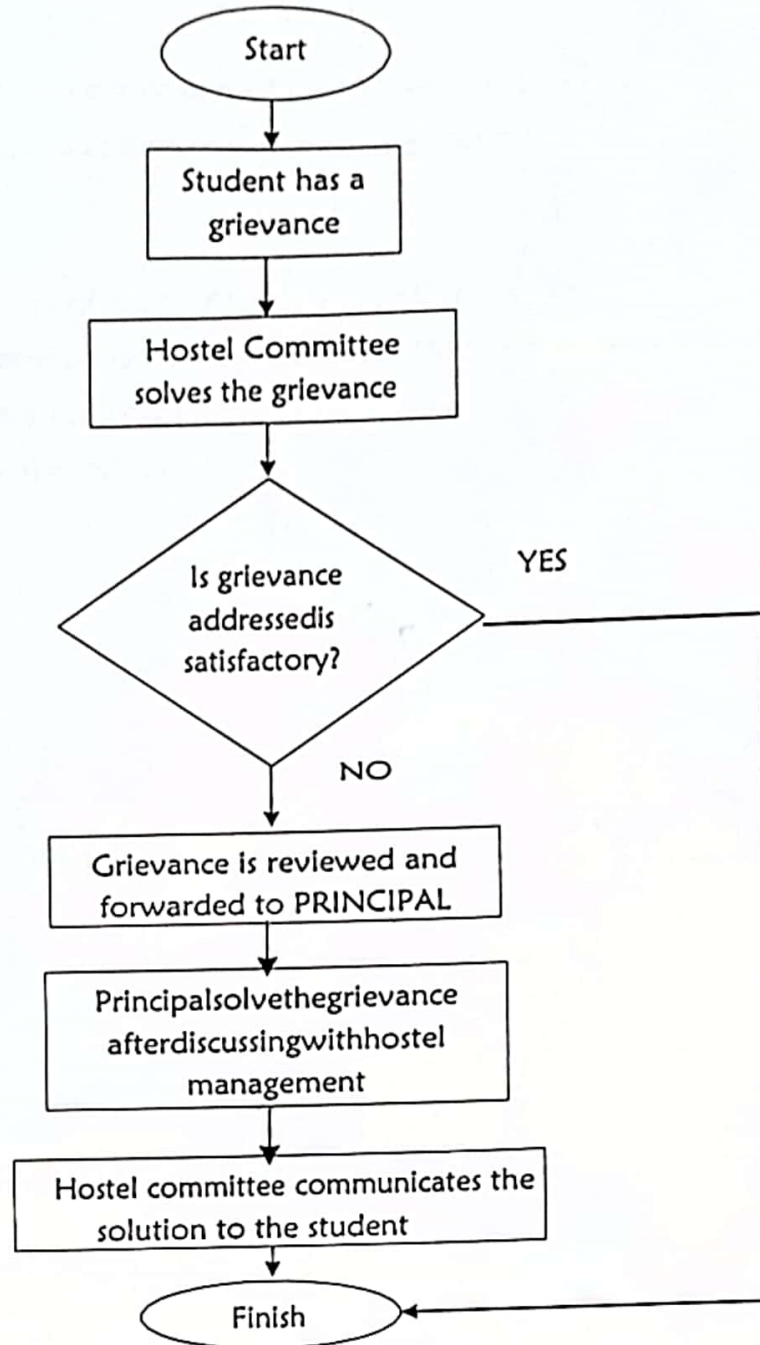
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Standard Operating Procedure – Hostel Committee



P. L. Prasad Rao
Convener


Principal
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Ref: ACOE/HC/2019-20/1/Circular

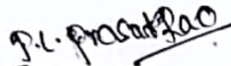
24-06-2019

CIRCULAR

This is to inform all the members of the Hostel committee that there will be a meeting in Principal's Room at Ramanujan Bhavan on 02-07-2019 at 2pm.

AGENDA:

1. Discussion on Menu of the North and South Mess.
2. Discussion on introducing makeup classes for First year students in the hostel.
3. Discussion on construction of more Hostel blocks.
4. Sports and cultural activities in hostel.


Convener




Principal

Cc to : All Members of Hostel Committee

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Ref: ACOE/HC/2019-20/1/Minutes

02-07-2019

MINUTES OF HOSTEL COMMITTEE AY 2019-20

| | | | |
|-----------------|---|----------|-------------------|
| Date of meeting | 02 nd July 2019 | Duration | 2:00 PM to 3:00PM |
| Venue | Principal's room, First floor, Ramanujan Bhavan. | | |
| Reference | Ref: ACOE/HC/2019-20/1/Circular dated 24 th June, 2019 | | |

The meeting of Hostel Committee of Aditya College of Engineering held on 02nd July 2019 with the following agenda:

AGENDA:


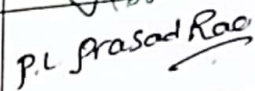
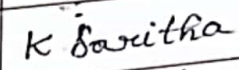
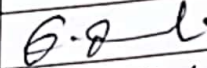
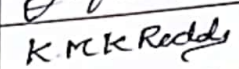
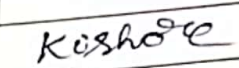
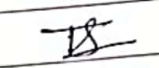
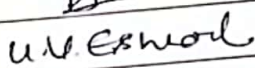
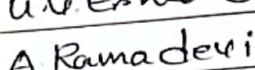
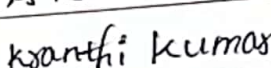
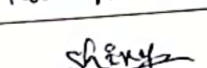
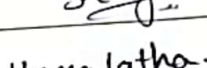
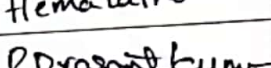
1. Discussion on Menu of the North and South Mess.
2. Discussion on introducing makeup classes for First year students in the hostel.
3. Discussion on construction of more Hostel blocks.
4. Sports and cultural activities in hostel.


The meeting of Hostel Committee commenced with a welcome by Dr. A. Ramesh, 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.

MINUTES AND RESOLUTIONS:

1. Mr. P.L. Prasad Rao read out the previous menu they are following in the hostel and asked for the change in that menu. Members have expressed concern over the food quality that is being served to the students. There have been requests to change the mess contractor as he is not able to cater to the needs of the students. In addition to the present menu, in the breakfast boiled egg would be given as per the request of the students. It is decided, that the contractor can sit with the student representatives and decide over the food. Two dinners and two lunches with non-veg may be given to the students on their date of interest.
2. Members have expressed that there is a need to conduct orientation classes to first year students in the hostel. Earlier, Chief Warden has been requesting the concerned faculty and asking them to help the slow learners. By this decision, larger number of students can be benefitted.
3. Mr. P.L. Prasad Rao suggested increasing the hostel rooms for the students. Taking the issue of construction of more no. of hostel blocks to the notice of the management. Principal expressed that there can be some financial constraint in constructing new building blocks.
4. The Committee resolved that sports and cultural days can be organized in hostel on different occasions like Ganesh Puja, Dasara and New Year Day.

Members attended the meeting on 2nd July, 2019.

| S. No. | Name of the person | Designation | Role | Signature |
|--------|--------------------------|--------------------------------|----------------|---|
| 1. | Dr. A.Ramesh | 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 |  |
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P. L. Prasad Rao
Convener


Principal

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