



# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC  
Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

ACOE/HC/2021-22/Constitution of Hostel Committee

19-08-2021

## Constitution of Hostel Committee

The undersigned is pleased to constitute the Hostel Committee with the following members for the academic year 2021-22 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.	Dr.G.Meenakshi sundaram	Professor- ECE	Member
7.	Ms.P.Mamatha devi	Asst.Prof- ECE	Member
8.	Mr.S.D.Nizamuddin kadri	Asst.Prof- civil	Member
9.	Dr.B.Annaporna	Professor- CSE	Member
10.	Mr.D.Sai Kiran	IV ECE	Student Member
11.	Ms.Thota Sahithi	IV CSE	Student Member
12.	Ms.B. Jahnavi	II EEE	Student Member
13.	Mr.B. Kam	IV ECE	Student Member

PRINCIPAL

Aditya College of Engineering  
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Ref: ACOE/HC/2021-22/SOP

19-08-2021

## HOSTEL COMMITTEE STANDARD OPERATING PROCEDURE (SOP) AY 2021-2022

Standard Operating Procedure (SOP) of Hostel Committee is formulated with reference to the notice dated 19-08-2021

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.
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 should visit and check the hostel (boys/girls) and respective mess at regular intervals.
5. Hostel committee members should conduct the meeting with hostel (boys/girls) students should 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. Based on the room vacancies available student allotment is provided.
9. Time to time attendance of hostel students is reviewed and accordingly suggests necessary recommendations.
10. Regular meetings are conducted with the committee members and if any disciplinary actions are found, the same will be reported to chairman of the committee and suggest necessary actions under disciplinary measures.

## 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.



Principal  
**PRINCIPAL**  
Aditya College of Engineering  
SURAMPALEM - 533 437



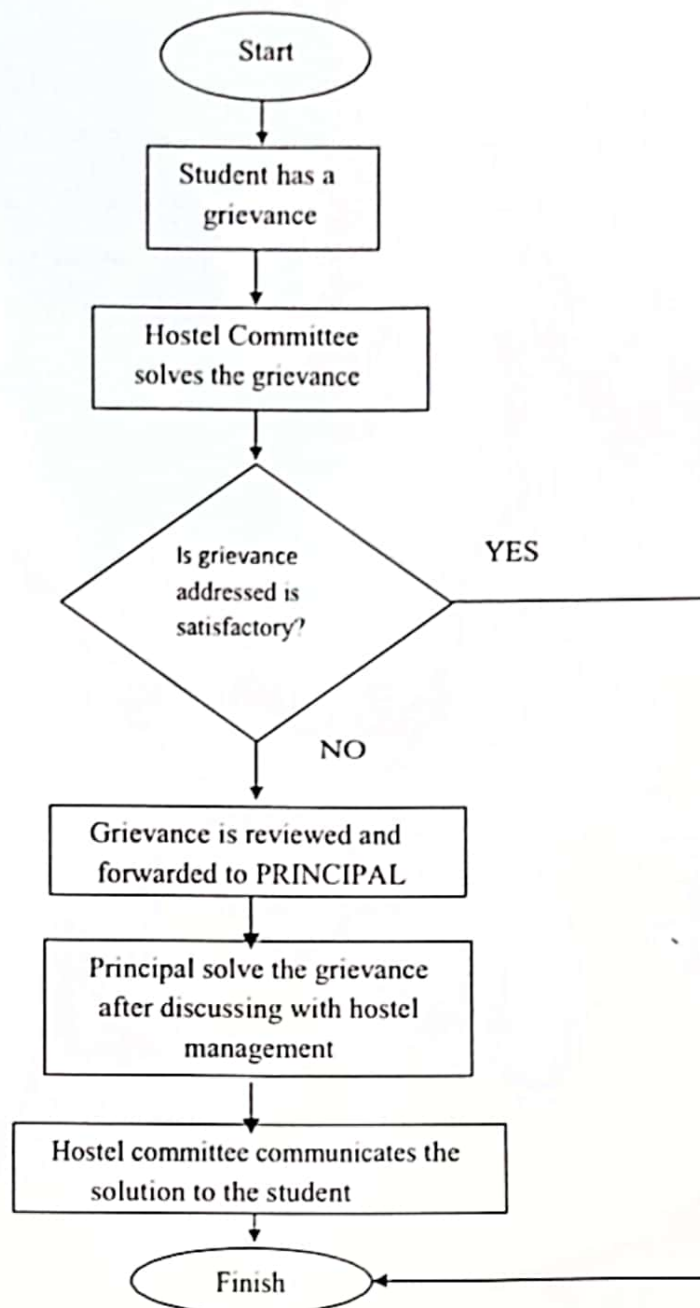


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## STANDARD OPERATING PROCEDURE – HOSTEL COMMITTEE



P.L. Prasad Rao  
Convener

  
Principal  
**PRINCIPAL**  
Aditya College of Engineering  
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Ref: ACOE/HC/2021-22/1/Circular

19-08-2021

## CIRCULAR

This is to inform all the members of the Hostel committee there will be a meeting in Principal's Room at Ramanujan Bhavan on 21-08-2021 at 2:00 PM.

### AGENDA:s

1. Discussion on Menu of the North and South Mess.
2. Discussion on allocation of room for students.
3. Discussion on introducing makeup classes for students in the hostel.
4. Sports and cultural activities in hostel.

Cc to : All Members of Hostel Committee

P.L. Prasad Rao  
Convener



  
Principal

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Ref: ACOE/HC/2021-22/1/Minutes

19-08-2021

## MINUTES OF HOSTEL COMMITTEE 2021-22

Date of meeting	21 <sup>st</sup> August 2021	Duration	2:00 PM to 3:00PM
Venue	Principal's room, First floor, Ramanujan Bhavan.		
Reference	Ref: ACOE/HC/2020-21/1/Circular dated 19 <sup>th</sup> August 2021.		

The meeting of Hostel Committee of Aditya College of Engineering held on 21<sup>st</sup> August 2021 with the following agenda:

### AGENDA:

1. Discussion on Menu of the North and South Mess.
2. Discussion on allocation of room for students.
3. Discussion on introducing makeup classes for students in the hostel.
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.


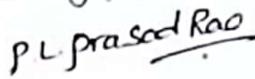
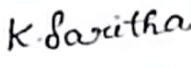
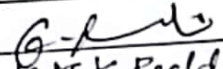
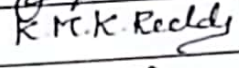
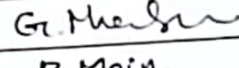
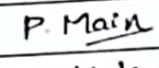
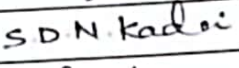
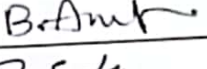
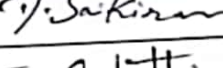
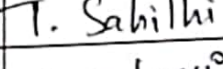
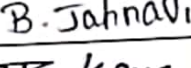
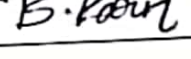
### MINUTES AND RESOLUTIONS:

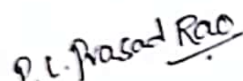
1. Mr. P.L. Prasad Rao read out the previous menu they are following in the hostel and asked for the change in that menu. Members have expressed concern over the food quality that is being served to the students need to be improved with the same menu.
2. Arrangement of rooms for upcoming first year students. As there is increase in the number of students joined in the hostel so need to allot the rooms accordingly.
3. Committee has decided to continue the makeup classes(study hours) for students from 8:00 PM to 10:00 PM as the pandemic seems to be low. The faculty members who are staying in the hostel have to attend the classes.
4. The committee stated that sports and cultural activities can be conducted on various events like Ganesh Puja, Dasara and New Year Day.




The Meeting is concluded with thanks to the principal.

Members attended the meeting on 21<sup>st</sup> August 2021.

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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9.	Dr.B.Annaporna	Professor- CSE	Member	
10.	Mr.D.Sai Kiran	IV ECE	Member	
11.	Ms.Thota Sahithi	IV CSE	Member	
12.	Ms.B. Jahnvi	II EEE	Member	
13.	Mr.B. Karn	IV ECE	Member	

  
Convener

  
Principal  
**PRINCIPAL**  
Aditya College of Engineering  
SURAMPalem - 533 477