



# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK, Accredited by NBA & 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.

Ref: ACOE/Hostel/2023-24/1/Constitution Order

21-06-2023

## CONSTITUTION OF HOSTEL COMMITTEE

Proceedings of the Principal, Aditya College of Engineering, Surampalem.

Sub: ACOE, Surampalem/ Constitution of Hostel Committee for the academic year 2023-24 Orders-Issued-Reg.

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The undersigned is pleased to constitute the Hostel Committee with the following members for the academic year 2023-24 to strengthen the Hostel facilities in the Institute and to procure the required infrastructure and other amenities in hostel.

### Hostel Committee:

S.No.	Name of the person	Designation	Role
1	Dr. A. Ramesh	Principal	Chairman
2	Ms. K. Hima Bindu	Asst. Prof-ECE	Convener
3	Mr. P. L. Prasad Rao	Chief warden(Boys Hostel)	Member
4	Mrs. K. Saritha	Chief warden(Girls Hostel)	Member
5	Dr. G. RamaKrishna	HoD-ECE	Member
6	Prof. K.ManojKumar Reddy	HoD-EEE	Member
7	Mr. S. Nagendra	Asst.Prof-CE	Member
8	Dr. G. Meenakshi Sundaram	Professor-ECE	Member
9	Mr. S. D. Nizamuddin Kadri	Asst.Prof-Civil	Member
10	Ms. P. Divya	Asst.Prof-H&BS	Member
11	Ms. G. Naga lakshmi	Asst.Prof-H&BS	Member
12	Ms. V. Jayanthi	Regd.No.21MH1A0235, III Year B.Tech.(EEE)	Student Member
13	Ms. P. Vijaya Srivalli	Regd. No. 21MH1A04H2, III Year B.Tech.(ECE)	Student Member
14	Mr. U.S.S.V. Bhaskar	Regd.No.22MHTA04F0, II Year B.Tech.(ECE)	Student Member
15	Mr. N. Suresh Kumar	Regd.No.21MH1A4238, III Year B.Tech.(CSE-AI&ML)	Student Member

Functions:

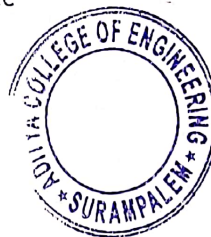
- Take an active interest in the general welfare of the students residing in the hostel and assist the Council of Wardens in maintaining the standards.
- Act as a bridge between the administration, caterers, hostel authorities and the students.
- Keep a check on the daily issues regarding the hostel infrastructure, the housekeeping issues, etc.,
- Hold regular hostel Committee meetings to discuss and resolve issues, and to regularly communicate about policies, code of conduct, etc.
- Maintain a conducive atmosphere for study and interchange of thoughts and ideas.
- Supervise and ensure proper and limited use of electricity and water in the hostel Premises.

Frequency of meeting:

Once in a year or as when required.

  
Principal

Cc to: All Members of Hostel Committee



PRINCIPAL  
Aditya College of Engineering  
SURAMPALEM - 533 437



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Ref: ACOE/Hostel/2023-24/SOP

21-06-2023

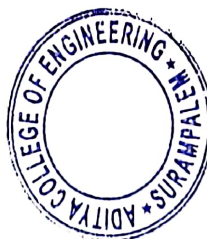
## STANDARD OPERATING PROCEDURE (SOP) OF HOSTEL COMMITTEE

AY: 2023-2024

1. SOP will be changed as and when changes are required.
2. Hostel Committee will be reconstituted every academic year.
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 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.

### 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**  
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SURAMPALEM - 533 437

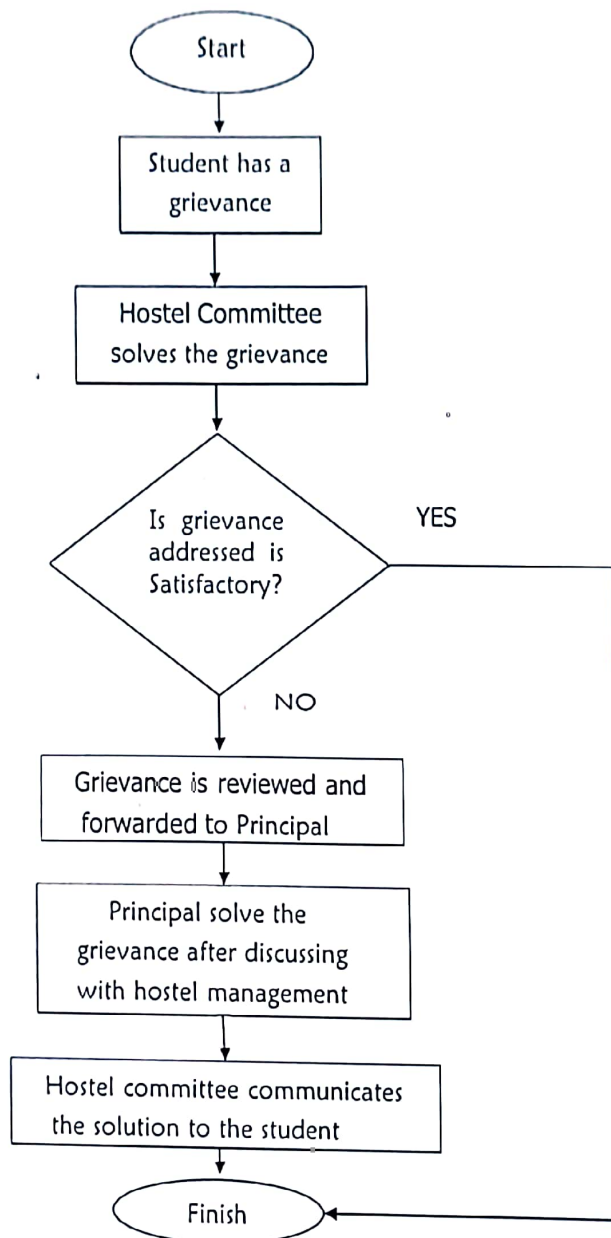




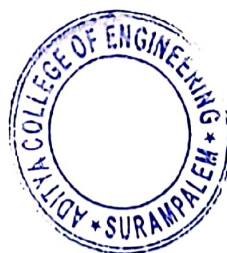
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## Mechanism of Redressal of Grievance towards HOSTEL



*K. J. J. J.*  
Convener



*U. A. S.*  
Principal

PRINCIPAL  
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Ref: ACOE/Hostel/2023-24/Circular

26-06-2023

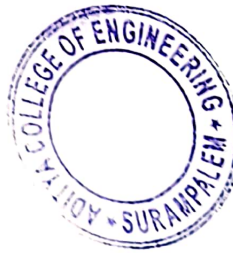
## CIRCULAR

This is to inform all the Hostel committee members to gather in ACOE Seminar hall, ground floor, Ramanujan Bhavan on 01-07-2023 at 2.00 PM to discuss about the action plan for the academic year 2023-24. All the members are requested to attend the meeting without fail.

### Agenda of the Meeting:

1. Discussion on Allotment of room
2. Discussion on Hostel menu
3. Discussion on Reduction of food wastage
4. Discussion on Makeup classes
5. Discussion on Warden's report and feedback
6. Discussion on Sports and Cultural activities.

*K. Jaital*  
Convener



*[Signature]*  
Principal  
PRINCIPAL  
Aditya College of Engineering  
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Cc to : All Members of Hostel Committee



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Ref: ACOE/ Hostel /2023-24/Minutes

01-07-2023

## MINUTES OF HOSTEL COMMITTEE AY 2023-2024

Date of meeting	01 <sup>st</sup> July 2023	Duration	2:00 PM to 3:00PM
Venue	ACOE Seminar hall, ground floor, Ramanujan Bhavan.		
Reference	Ref: ACOE/Hostel/2023-24/Circular dated 26th June, 2023		

The meeting of Hostel Committee of Aditya College of Engineering held on 01<sup>st</sup> July 2023  
With the following agenda:

### AGENDA

1. Discussion on Allotment of room
2. Discussion on Hostel menu
3. Discussion on Reduction of food wastage
4. Discussion on Makeup classes
5. Discussion on Warden's report and feedback
6. Discussion on Sports and Cultural activities.

### MINUTES AND RESOLUTIONS

At the Outset of meeting chairman welcomed Honorable members of the Hostel Committee, convener Ms. K. Himabindu reads out the agenda of the meeting to all the members with the permission of the chairman the proceedings of the Hostel committee started. The Committee welcomed the new members and given general instructions.



### 1. Allotment of Room

The Committee Members asked Mr. P. L. Prasad Rao and Mrs. K. Saritha wardens of boys and girls hostel to make arrangements 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.

### 2. Hostel Menu

The Convener of Hostel Committee Ms. K. Himabindu has read the previous menu and asked the members to suggest if any changes required. Members have suggested to continue the same menu.

### 3. Reduction of Food Wastage

The Members of the Committee felt that food wastage was reduced due to regularly monitoring quality of food. Monitoring is being done by sending faculty monthly 15 days for inspecting the quality, quantity of the food and service provided to the students.

### 4. Makeup classes

Committee has decided to continue the makeup classes (study hours) for students from 8:00 PM to 10:00 PM. The faculty members who are staying in the hostel have to attend classes.

### 4. Warden's Report and Student's Feedback

The Members insisted on Warden's to report with regard on food and on all facilities in the Hostel and also taken Student's feedback from the Student members.

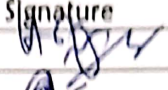

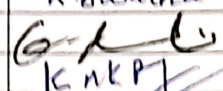
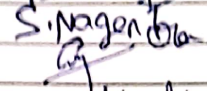
### 5. Sports and Cultural activities

The committee stated that sports and cultural activities can be conducted on various events like: - Vinayachavithi, Dussera, Diwali, New year etc.,

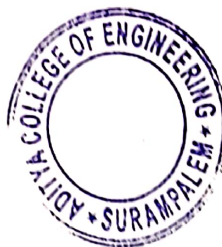
The meeting was concluded with thanks to Principal.



Members attended the meeting on 01<sup>st</sup> July 2023

S.No	Name of the person	Designation	Role	Signature
1	Dr. A. Ramesh	Principal	Chairman	
2	Ms. K. Hima Bindu	Asst. Prof-ECE	Convener	
3	Mr. P. L. Prasad Rao	Chief warden(Boys Hostel)	Member	P. L. Prasad Rao
4	Mrs. K. Saritha	Chief warden(Girls Hostel)	Member	K. Saritha
5	Dr. G. RamaKrishna	HoD-ECE	Member	
6	Prof. K. Manoj Kumar Reddy	HoD-EEE	Member	K. M. K. P. J.
7	Mr. S. Nagendra	Asst. Prof-CE	Member	S. Nagendra
8	Dr. G. Meenakshi Sundaram	Professor-ECE	Member	
9	Mr. S. D. Nizamuddin Kadri	Asst. Prof-Civil	Member	S. D. N. Kadri
10	Ms. P. Divya	Asst. Prof-H&BS	Member	P. Divya
11	Ms. G. Naga lakshmi	Asst. Prof-H&BS	Member	G. N. Lakshmi
12	Ms. V. Jayanthi	Regd.No.21MH1A0235, III Year B.Tech.(EEE)	Student Member	V. Jayanthi
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15	Mr. N. Suresh Kumar	Regd.No.21MH1A4238, III Year B.Tech.(CSE-AI&ML)	Student Member	N. Suresh Kumar

K. J. J. J.  
Convener



  
Principal

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