



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.

Ref: ACOE/HC/2020-21/Constitution of Hostel Committee

18-08-2020

Constitution of Hostel Committee

The undersigned is pleased to constitute the Hostel Committee with the following members for the academic year 2020-21 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.Mamatha devi	Asst.Prof- ECE	Member
8.	Mr.CH.Manoj	Asst.Prof- EEE	Member
9.	Dr.B.Annaporna	Professor- CSE	Member
10.	Mr. N. Kranthi Kumar	IV ECE	Student Member
11.	Ms. Inti Shiny	III CSE	Student Member
12.	Ms. U. Kusuma	II ECE	Student Member
13.	Mr.D. Mahesh	II ECE	Student Member

PRINCIPAL

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Ref: ACOE/HC/2020-21/SOP

18-08-2020

HOSTEL COMMITTEE STANDARD OPERATING PROCEDURE (SOP) AY 2020-2021

Standard Operating Procedure (SOP) of Hostel Committee is formulated with reference to the notice dated 18-08-2020.

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 room mates.
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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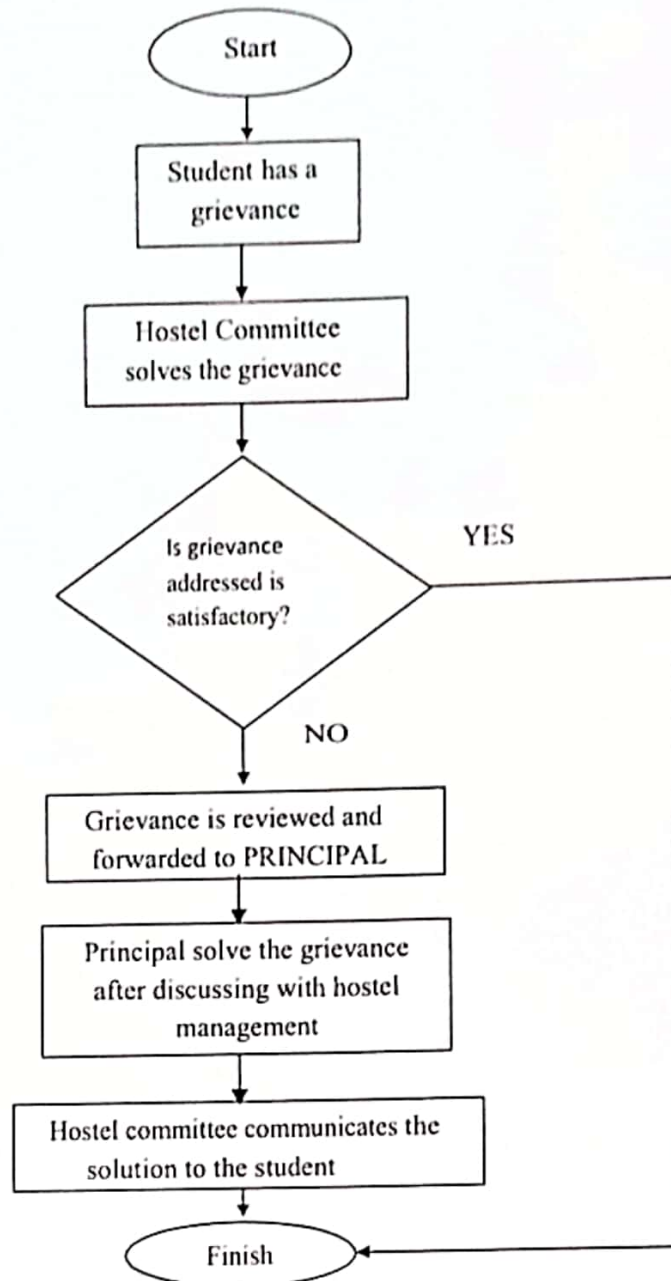


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STANDARD OPERATING PROCEDURE – HOSTEL COMMITTEE



P.L. Prasad Rao
Convener


Principal
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Ref: ACOE/HC/2020-21/1/Circular

24-08-2020

CIRCULAR

This is to inform all the members of the Hostel committee login to online zoom meeting on 01-09-2020 at 2:00 pm to discuss about the action plan for the academic year 2020-21. All the members are requested to attend without fail.

AGENDA:

1. Discussion on Sanitation process and physical distancing.
2. Discussion on allotment of room for students.
3. Discussion on menu of north and south canteens.
4. Discussion on medical care of the students.

Cc to : All Members of Hostel Committee

P.L. Prasad Rao
Convener




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Ref: ACOE/HC/2020-21/1/Minutes

01-09-2020

MINUTES OF HOSTEL COMMITTEE 2020-21

Date of meeting	01 st sep 2020	Duration	2:00 PM to 3:00PM
Venue	Online meeting		
Reference	Ref: ACOE/HC/2020-21/1/Circular dated 24 th Aug, 2020		

The meeting of Hostel Committee of Aditya College of Engineering held on 1st sep 2020 with the following agenda:

AGENDA:

1. Discussion on Sanitation process and physical distancing.
2. Discussion on allotment of room for students.
3. Discussion on menu of north and south canteens.
4. Discussion on medical care of the students.


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. Members has suggested that has the pandemic has given a bit relief, all the hostel blocks need to be sanitized thoroughly on day to day and physical distance need 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 distancing should be maintained.
3. Members have suggested and added some nutrient foods have to be in the menu of both north and south canteens.
4. Principal sir suggested that proper care need to be taken for the welfare of the students, therefore the availability of medical kits and staff should be thoroughly checked

The Meeting is concluded with thanks to the principal

Members attended the meeting on 1st sep 2020.

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	
5.	Mr. K. Manoj Kumar Reddy	HOD-EEE	Member	
6.	Mr. P.Kishore	Asst.Prof- ECE	Member	
7.	Ms.P.Mamatha devi	Asst.Prof- ECE	Member	
8.	Mr.CH.Manoj	Asst.Prof- EEE	Member	
9.	Dr.B.Annaporna	Professor- CSE	Member	
10.	Mr. N. Kranthi Kumar	IV ECE	Member	
11.	Ms. Inti Shiny	III CSE	Member	
12.	Ms. U. Kusuma	II ECE	Member	
13.	Mr.D. Mahesh	II ECE	Member	

P.L. Prasad Rao
Convener


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