

HOSTEL COMMITTEE- 2024-25

Purpose

To ensure a safe, secure, and conducive living environment for resident students by managing hostel facilities, ensuring discipline, promoting hygiene, and addressing resident welfare in alignment with institutional values.

Functions

- Oversee the allocation of hostel rooms and accommodation
- Ensure maintenance and upkeep of hostel infrastructure and facilities
- Enforce hostel rules and regulations to maintain discipline
- Address grievances and concerns raised by hostel residents
- Coordinate with the mess committee for food quality and hygiene
- Organize cultural and welfare activities for hostel students
- Manage security and safety protocols within the hostel premises
- Liaise with parents and guardians regarding hostel matters

Objectives

- **Safety & Security**
Ensure a secure living environment with robust safety measures and protocols.
- **Hygiene & Maintenance**
Maintain high standards of cleanliness, sanitation, and infrastructure upkeep.
- **Student Welfare & Discipline**
Promote a harmonious living atmosphere while upholding institutional discipline.
- **Transparent Management**
Ensure fair and transparent processes for room allocation and grievance redressal.
- **Community Building**
Foster a sense of community through organized events and activities.

Committee Composition

S. No.	Name	Designation	Role in Committee
1	Dr. Ch. Mallikarjun	Principal	Chairman
2	Mrs. P.V. Padmavathi	Administrative Officer	Member
3	Mr. P. Sudheer Kumar	Chief Warden	Convener
4	Dr.K.krishna Reddy	HOD -- EEE	Member
5	Mr. M. Anand Kumar	HOD -- CSE	Member
6	Mr. Vijay Kumar	HOD -- MECH	Member
7	Ms. B. Sravani	Student -- Final Year CSE	Student Representative (Girls Hostel)
8	Mr. M. Sandeep	Student -- Final Year MECH	Student Representative (Boys Hostel)
9	Mr. I Anil Babu	Student Affairs Coordinator	Member Secretary

Meeting Frequency

- **Pre-Semester Planning Meeting:** Held before the start of each semester to review readiness and plan activities.
- **Mid-Semester Review Meeting:** Held during the semester to review functioning and address issues.
- **Special Meetings:** Convened as needed to address urgent matters, emergencies, or policy updates.

Reporting & Documentation

- **Minutes of Meeting (MoM):**
Detailed minutes to be recorded for every committee meeting, including attendance, discussions, resolutions, and action items.
- **Hostel Reports:**
Periodic reports summarizing occupancy, maintenance status, grievances handled, and event summaries.