



# VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY  
(AUTONOMOUS)

(Approved by AICTE- New Delhi & Affiliated to JNTU-GV, Vizianagaram)  
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

VIIT/Principal Office/HMC/2022-23/6/1

Dt: 15<sup>th</sup> Jun 2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby reconstituted as "Hostel Management Committee (HMC)" for the Academic Year 2022-23.

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B.Arundhati	Principal	Chairperson
2.	Dr.K.MadhusudhanaRao	Vice Principal, Dean of Admin	Member Secretary
3.	Dr.B.Sateesh	Professor of Mechanical	Member
4.	Mr.Ch.Rambabu	Physical Director	Member
5.	Ms.Bhavana	Student Representative – Girls Hostel	Member
6.	Dr.P.SanyasiRao	Management Nominee	Member
7.	Mr.T.Vivek	Student Representative – Boys Hostel	Member
8.	Mr.Bhavana	Student Representative – Girls Hostel	Member
9.	Mr.V.Sivaji	In-Charge Boys Hostel	Member Secretary
10.	Ms.Ch.R.S.Valli	Warden Girls Hostel	Member Secretary

The Prime tasks of the Committee are as follows:

1. To educate students about the consequences of ragging
2. To review security at hostel
3. To know about wastage of food
4. Any other issue with the permission of the chair.

Copy to:

- All Deans & HoDs
- Principal Office
- Rector Office
- All members of the committee
- Master file



  
PRINCIPAL  
VIGNAN'S INSTITUTE OF  
Information Technology (A)  
Beside: VSEZ, Duvvada, Visakhapatnam-49



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VIIT/HCM C/Cir./2022-23/8/1

Dt: 21-08-2022

## CIRCULAR

It is here by informed that there will be "Hostel Management Committee (HMC)" meeting on 24-08-2022 at 10.00 am in Principal Office. Therefore all the members of the "Hostel Management Committee (HMC)" are hereby requested to attend with the meeting.

### **Agenda:**

1. To review the issues of previous meetings
2. To discuss about and ensure the discipline at Hostel
3. To provide various facilities at Hostel and avoid wastage of food
4. Any other issue with the permission of the chair.

### **Copy to:**

- All Deans & HoDs
- Rector Office
- CEO office
- Principal Office
- Concerned Library members
- Library Notice Board



  
Member Secretary

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Ref:No. VIIT/Principal/HCM/MoM/2022-23/8/1      Date: 24-08-2022

### **MINUTES OF THE HOSTEL MANAGEMENT COMMITTEE MEETING**

The record notes of discussions in the "Hostel Management Committee (HMC)" - VIIT was held on 24<sup>th</sup> August, 2022 at 10-00AM, Wednesday under the chairperson of Dr.B.Arundhati, Principal, and VIIT.

Venue: Principal Office, VIIT (A).

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#### **Agenda:**

1. To review the issues of previous meetings
2. To discuss about and ensure the discipline at Hostel
3. To provide various facilities at Hostel and avoid wastage of food
4. Any other issue with the permission of the chair.

#### **Members Present:**

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B.Arundhati	Principal	Chairperson
2.	Dr.K.MadhusudhanaRao	Vice Principal, Dean of Admin	Member Secretary
3.	Dr.B.Sateesh	Professor	Member
4.	Mr.Ch.Rambabu	Physical Director	Member
5.	Ms.Bhavana	Student Representative – Girls Hostel	Member
6.	Dr.P.SanyasiRao	Management Nominee	Member
7.	Mr.T.Vivek	Student Representative – Boys Hostel	Member
8.	Mr.Bhavana	Student Representative – Girls Hostel	Member
9.	Mr.V.Sivaji	In-Charge Boys Hostel	Member Secretary
10.	Ms.Ch.R.S. Valli	In-Charge Girls Hostel	Member Secretary

In the opening remarks of the meeting the chairperson of the "Hostel Management Committee (HMC)" welcomed all the members and briefed about the agenda.

#### **Review of Previous Meetings:**

The chair initiated the meeting by revisiting the action items from the last meeting. Attendees provided updates on the progress made on the previous action items.

#### **Hostel Discipline:**

The meeting delved into the topic of maintaining discipline within the hostel premises. Attendees shared concerns about recent disciplinary incidents and their impact. Strategies were brainstormed, to improve discipline.

#### **Facilities and Food Management:**

- Discussions centred on improving facilities within the hostel for residents' comfort.
- Attendees emphasized the need to reduce wastage, especially in the context of food.

#### **Action taken report:**

- Following a review of suggested improvements, maintenance work commenced on specific areas.
- Repairs were completed on the gym equipment, ensuring its safe use.
- Awareness campaigns were conducted through posters and announcements on food wastage.

  
Member Secretary



  
Chairperson  
VIGNAN'S INSTITUTE OF  
Information Technology (A)  
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VIIT/HCM C/Cir./2022-23/8/1

Dt: 21-01-2023

## CIRCULAR

It is here by informed that there will be "Hostel Management Committee (HMC)" meeting on 22-01-2023 at 10.00 am in Principal Office. Therefore all the members of the "Hostel Management Committee (HMC)" are hereby requested to attend with the meeting.

### **Agenda:**

1. To review the issues of previous meetings
2. To discuss about repair and maintenance works at hostel
3. To interact with parents on hostel fee collection
4. Any other issue with the permission of the chair.

Member Secretary

### **Copy to:**

- All Deans & HoDs
- Rector Office
- CEO office
- Principal Office
- Concerned Library members
- Library Notice Board





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Ref:No. VIIT/Principal/HCM/MoM/2022-23/8/1

Date: 22-01-2023

## MINUTES OF THE HOSTEL MANAGEMENT COMMITTEE MEETING

The record notes of discussions in the "Hostel Management Committee (HMC)" - VIIT was held on 22<sup>nd</sup> January, 2023 at 10-00AM, Tuesday under the chairperson of Dr.B.Arundhati, Principal, and VIIT.

**Venue:** Principal Office, VIIT (A).

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### **Agenda:**

1. To review the issues of previous meetings
2. To discuss about and ensure the discipline at Hostel
3. To provide various facilities at Hostel and avoid wastage of food
4. Any other issue with the permission of the chair.

### **Members Present:**

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B.Arundhati	Principal	Chairperson
2.	Dr.K.MadhusudhanaRao	Vice Principal, Dean of Admin	Member Secretary
3.	Dr.B.Sateesh	Professor	Member
4.	Mr.Ch.Rambabu	Physical Director	Member
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7.	Mr.T.Vivek	Student Representative – Boys Hostel	Member
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9.	Mr.V.Sivaji	In-Charge Boys Hostel	Member Secretary
10.	Ms.Ch.R.S.Valli	Warden Girls Hostel	Member Secretary

In the opening remarks of the meeting the chairperson of the "Hostel Management Committee (HMC)" welcomed all the members and briefed about the agenda.

**Review of Previous Meetings:**

- The chair opened the meeting by revisiting the minutes of the previous meetings.
- Updates were provided on the action items from the last meeting.

**Repair and Maintenance Works at Hostel:**

- Concerns were raised about specific areas needing immediate attention.
- Members discussed the current state of repair and maintenance within the hostel.

**Decisions made on the following things:**

- Budget allocation for repairs will be reviewed by dean admin.
- A maintenance schedule will be issued by concern hostel incharges.

**Interact with Parents on Hostel Fee Collection:**

- The meeting focused on planning interactions with parents regarding hostel fee collection.
- Prepare communication materials explaining fee structures and deadlines.
- Include a dedicated session on fee collection in upcoming parent-teacher meetings.

**Action taken report:**

- Following a review of suggested improvements, maintenance work commenced on specific areas.
- Repairs were completed on the gym equipment, ensuring its safe use.
- Awareness created among parents regarding timely payment of hostel fee.

  
**Member Secretary**



  
**Chairperson**  
**VIGNAN'S INSTITUTE OF**  
**Information Technology (A)**  
Beside: VSEZ, Duvvada, Visakhapatnam-49