

**VIGNAN's****INSTITUTE OF INFORMATION TECHNOLOGY**
(AUTONOMOUS)(Approved by AICTE - New Delhi & Affiliated to JNTUK, Kakinada)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

VIIT/Principal Office/HMC/2020-21/8/1

Dt: 15th Aug 2020**PROCEEDINGS OF THE OFFICE ORDER**

A committee consisting of the following members is hereby reconstituted as **"Hostel Management Committee (HMC)"** for the Academic Year 2020-21.

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B.Arundhati	Principal	Chairperson
2.	Dr.K.MadhusudhanaRao	Vice Principal, Dean of Admin	Member
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.	Ms.T.Jyoshna	Student Representative – Girls Hostel	Member
8.	Ms.T.Vivek	Student Representative – Boys Hostel	Member
9.	Mr.V.Sivaji	In-Charge Boys Hostel	Member Secretary
10.	Dr.K.G.B.SanthoshKumari	In-Charge 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
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Beside: VSEZ, Duvvada, Visakhapatnam-49



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VIIT/HCM C/Cir./2020-21/9/1

Dt: 22-09-2020

CIRCULAR

It is here by informed that there will be "Hostel Management Committee (HMC)" meeting on 23-09-2020 at 10.00 am in Principal Office. Therefore all the members of the "Hostel Management Committee (HMC)" are hereby requested to attend to the meeting.

Agenda:

1. To review the issues of previous meetings
2. To discuss about Covid Precautions at Hostel
3. To discuss medical and academics issues of hostel students
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/2020-21/9/1

Date: 23-09-2020

MINUTES OF THE HOSTEL MANAGEMENT COMMITTEE MEETING

The record notes of discussions in the “Hostel Management Committee (HMC)” - VIIT was held on 23rd September, 2020 at 10-00AM, Wednesday under the Chairperson of Dr.B.Arundhati, Principal, and VIIT.

Venue: Principal Office, VIIT (A).

Agenda:

1. To review the issues of previous meetings
2. To discuss about and Covid Precautions at Hostel
3. To discuss medical and academics issues of hostel students
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
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.	Ms.T.Jyoshna	Student Representative – Girls Hostel	Member
8.	Ms.T.Vivek	Student Representative – Boys Hostel	Member
9.	Mr.V.Sivaji	In-Charge Boys Hostel	Member Secretary
10.	Dr.K.G.B.SanthoshKumari	In-Ccharge 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.

Discussion on COVID Precautions at Hostel:

To Give the On-Going COVID-19 situation, it was imperative to discuss and reinforce precautionary measures at the hostel. The following points were raised and discussed:

- Proper sanitization of common areas.
- Regular temperature checks for residents and staff.
- Availability of masks and sanitizers.
- Implementation of social distancing protocols.
- Communication of guidelines to all residents.

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 covid precautions.


Member Secretary




Chairperson
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VIIT/HCM C/Cir./2020-21/1/1

Dt: 21-01-2021

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 interact with parents on hostel fee collection
3. Any other issue with the permission of the chair.



Member Secretary

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Ref:No. VIIT/Principal/HCM/MoM/2020-21/1/1

Date: 22-01-2021

MINUTES OF THE HOSTEL MANAGEMENT COMMITTEE MEETING

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

Venue: Principal Office, VIIT (A).

Agenda:

1. To review the issues of previous meetings
2. To interact with parents on hostel fee collection
3. 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
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.	Ms.T.Jyoshna	Student Representative – Girls Hostel	Member
8.	Ms.T.Vivek	Student Representative – Boys Hostel	Member
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:

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

Decisions made:

- A maintenance schedule will be created by concern hostel in charges.
- Budget allocation for repairs will be reviewed by dean admin.

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
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