



# 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/2018-19/6/1

Dt: 15<sup>th</sup> June 2018

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby reconstituted as "Hostel Management Committee (HMC)" for the Academic Year 2019-20.

Sl. No	Name of Faculty	Designation	Position
1.	Dr.Ch.Narasimham	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.Ch.Nikhila	Student Representative – Girls Hostel	Member
8.	Mr.K.Chaitanya	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  
Information Technology (A)  
Beside: VSEZ, Duvvada, Visakhapatnam-49



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Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

VIIT/HCM C/Cir./2018-19/9/1

Dt: 22-09-2018

## CIRCULAR

It is here by informed that there will be "Hostel Management Committee (HMC)" meeting on 23-09-2018 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/2018-19/9/1 Date: 23-09-2019

**MINUTES OF THE HOSTEL MANAGEMENT COMMITTEE MEETING**

The record notes of discussions in the "Hostel Management Committee (HMC)" - VIIT was held on 23<sup>rd</sup> September, 2019 at 10-00AM, Wednesday under the Chairperson of Dr.Ch.Narasimham, Principal, and VIIT.

Venue: Principal Office, VIIT (A).

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**Agenda:**

1. To review the issues of previous meetings
2. To discuss usage of water and lights
4. Any other issue with the permission of the chair.

**Members Present:**

Sl. No	Name of Faculty	Designation	Position
1.	Dr.Ch.Narasimham	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.Ch.Nikhila	Student Representative – Girls Hostel	Member
8.	Mr.S.SaiTeja	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

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.

### Usage of Water and Lights:


- Guidelines provided to the hostellers about not to waste tap water and electricity
- 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



  
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VIIT/HCM C/Cir./2018-19/1/1

Dt: 21-01-2019

**CIRCULAR**

It is here by informed that there will be "Hostel Management Committee (HMC)" meeting on 22-01-2019 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

**Copy to:**

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- CEO office
- Principal Office
- Concerned Library members
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Ref:No. VIIT/Principal/HCM/MoM/2018-19/1/1 Date: 22-01-2019

### **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.Ch.Narasimham, Principal, and VIIT.

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

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#### **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.Ch.Narasimham	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
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9.	Mr.V.Sivaji	In-Charge Boys Hostel	Member Secretary
10.	Dr.K.G.B.SanthoshKumari	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 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**  
**VIGNAN'S INSTITUTE OF**  
**Information Technology (A)**  
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