



IOC-OUT GOING

DEPARTMENT: OFFICE

ACADEMIC YEAR: 2018-19

OFF-F033

DATE: 18-06-2018

CIRCULAR

Originator	Principal
Circulated to	All Dept. HODs, Staff & Hostel Students

Ref: MIC/HC/2018-19/ Constitution of Students Hostel Committee

Constitution of Students Hostel Committee

The Undersigned is pleased to constitute the Hostel Committee with the following members for the A.Y 2018-19 to address the students' grievances in the hostel and implement corrective measures.

S.NO	Name Of the Person	Designation	Role	Mobile number	Signature
1	Dr.Y Sudheer Babu	Principal	Chairman	9618161818	
2	Dr.A.Anupama	Asso.Prof-BED	Chief Warden	9441825134	
3	Mr. N Sowraiah	Phy. Director	Residential Warden	9866715541	
4	Ajay Kumar Varma	Asso.Prof-CE	Residential Warden	9493484840	
5	S.SethuMadhavi		Residential Warden	7382616829	
6	M.Rupa Lavanya	Asso.Prof-BED	I.B.TechCoordinator	9542324456	
7	Dr.V.Srilakshmi	Asst.Prof-CSE	II.BTech Coordinator	9550538945	
8	Ms. G.Anantha Lakshmi	Asst.Prof-ECE	III.BTech Coordinator	9948236773	
9	Ms. A. Anuradha	Asst.Prof-IT&MCA	IV.BTech Coordinator	9292652526	
10	Ms. Durga Bhavani	Asst.Prof- EEE	Coordinator	9505706344	
11	Ms. Divya	Asst.Prof-ME	Coordinator	9963836123	
12	Ms. Y.Prameela	Asst.Prof-	Diploma Coordinator	7207837879	
13	A BHARATI (16H71A0405)	III ECE	Student Member	9949534088	
15	B Sai Deepika (17H71A0537)	II CSE	Student Member	9849611742	
16	Y.Rushitha (18H71A0213)	I CE	Student Member	9701906577	
17	M Jyothirmai (18351EC016)	I DIPLOMA	Student Member	9989284142	
18	D. Sai Babu (16H71A0205)	III EEE	Student Member	9640734263	
19	V. Naveen Chandra (16H71A0408)	III ECE	Student Member	9849615672	
20	Ch. Manohar (16H71A0305)	III ME	Student Member	9550538623	

Principal



Ref: MIC/HC/2018-19/SOP

DATE:19-06-2018

Hostel Committee

Standard Operating Procedure of the Hostel Committee (SOP) A.Y:2018-2019

Standard operating procedure (SOP) of Hostel committee is formulated with reference to the notice dated 18-06-2018.

1. It is proposed to reconstitute the hostel committee when the members get relieved from the institute.
2. SOP will be prepared for the Hostel committee when there are changes noted/required.
3. Students' WhatsApp groups and committee members should be created for communication.
4. It is proposed to issue circulars to all the members of the Hostel committee regarding the meetings specifying the venue, date, and time.
5. It is proposed that hostel committee members go for inspection regarding neatness in the rooms and quality of food in the mess at regular intervals.
6. It is proposed to meet, the hostel students and collect their grievances regularly.
7. In case of any serious drawback, it is advised to bring the issue to the notice of the hostel committee chairman and necessary steps to be taken accordingly. Attendance of hostel students shall be reviewed and necessary recommendations will be suggested.
8. If any undisciplined actions are found, the same will be reported to the chairman of the committee and action will be initiated.
9. It is proposed to conduct Counseling hours once a month, particularly during exams to motivate the students.
10. It is proposed to create awareness among the Students about the committees of Anti ragging, internal complaints committee (ICC), Grievances, and redressal.
11. It is a proposal to address the grievance and if it is not resolved, to be forwarded to the Principal & after discussion with the management the committee shall communicate the solution to the student.

Convenor

Principal



Ref: MIC/HC/2018-19/Circular

DATE: 20-06-2018

CIRCULAR

This is to inform all the members of the Hostel committee that it is proposed to conduct a meeting in the Principal's office on 21-06-2018 at 02:30 PM to discuss the following agenda.

AGENDA:

1. It is proposed to address the problems in medical facilities & Anti-Ragging Measures
2. To propose a discussion of weekly outings for hostel students
3. To propose the provision of quality snacks and tea in the evenings.

Convenor

Principal



Ref: MIC/HC/2018-19/MOM

DATE: 22-06-2018

MINUTES OF MEETING

Date of meeting	21-06-2018	Duration	2:30 PM-3:30 PM
Venue	Principal's Office, First floor, Main block		
Reference	Ref: MIC/HC/2022-23/Circular dated 20-06-2018		

The meeting of the Hostel committee of DVR &Dr.HS MIC College of Technology was held on 20-06-2018 with the following agenda:

AGENDA:

1. It is proposed to address the problems in medical facilities & Anti-ragging measures.
2. To propose a discussion of weekly outings for hostel students.
3. To propose the provision of quality snacks and tea in the evenings.

Minutes and Resolutions:

1. The Institute has resolved to set up an Anti-Ragging Committee headed by a Senior Professor. It will comprise senior faculty members, staff and a Police representative.
2. It is resolved to take the students for weekly outings as a relaxation from their routine and keep them away from homesickness.
3. Resolution by the committee to review the food menu, & on discussion with student members, concluded to arrange for better Snacks and tea in the evenings.
4. It is resolved to set up a Dispensary with good medicines and first aid facilities



The members attended the meeting on 20-06-2018

S.NO	Name Of the Person	Designation	Role	Mobile number	Signature
1	Dr.Y Sudheer Babu	Principal	Chairman	9618161818	
2	Dr.A.Anupama	Asso.Prof-BED	Chief Warden	9441825134	
3	Mr. N Sowraiah	Phy. Director	Residential Warden	9866715541	
4	Ajay Kumar Varma	Asso.Prof-CE	Residential Warden	9493484840	
5	S.SethuMadhavi		Residential Warden	7382616829	
6	M.Rupa Lavanya	Asso.Prof-BED	I.B.TechCoordinator	9542324456	
7	Dr.V.Srilakshmi	Asst.Prof-CSE	II.BTech Coordinator	9550538945	
8	Ms. G.Anantha Lakshmi	Asst.Prof-ECE	III.BTech Coordinator	9948236773	
9	Ms. A. Anuradha	Asst.Prof-IT&MCA	IV.BTech Coordinator	9292652526	
10	Ms. Durga Bhavani	Asst.Prof-EEE	Coordinator	9505706344	
11	Ms. Divya	Asst.Prof-ME	Coordinator	9963836123	
12	Ms. Y.Prameela	Asst.Prof-	Diploma Coordinator	7207837879	
13	A BHARATI (16H71A0405)	III ECE	Student Member	9949534088	
15	B Sai Deepika (17H71A0537)	II CSE	Student Member	9849611742	
16	Y.Rushitha (18H71A0213)	I CE	Student Member	9701906577	
17	M Jyothirmai (18351EC016)	I DIPLOMA	Student Member	9989284142	
18	D. Sai Babu (16H71A0205)	III EEE	Student Member	9640734263	
19	V. Naveen Chandra (16H71A0408)	III ECE	Student Member	9849615672	
20	Ch. Manohar (16H71A0305)	III ME	Student Member	9550538623	

Convenor

Principal



Ref: MIC/HC/2018-19/Circular

DATE: 09-01-2019

CIRCULAR

This is to inform all the members of the Hostel committee that there will be a meeting in the Principal's office on 10-01-2019 at 02:30 PM to discuss the following agenda.

AGENDA:

1. To propose the arrangement of geysers for hostel students
2. To propose to give internet access to the hostel
3. Fixed Outing timings to be proposed
4. Any other issues can be proposed with the approval of the chair.

Convenor

Principal



Ref: MIC/HC/2018-19/MOM

DATE: 11-01-2019

MINUTES OF MEETING

Date of meeting	10-01-2019	Duration	2:30 PM-3:30 PM
Venue	Principal's Office, First floor, Main block		
Reference	Ref: MIC/HC/2018-19/Circular dated 10-01-2019		

The meeting of the Hostel committee of DVR & Dr HS MIC College of Technology was held on 10-01-2019 with the following agenda:

AGENDA:

1. To propose the arrangement of geysers for hostel students
2. To propose to give internet access to the hostel
3. Fixed Outing timings to be proposed
4. Any other issues can be proposed with the acceptance of the chairman

Minutes and Resolutions:

1. It is resolved to arrange the geysers for hostel students
2. It is resolved to discuss the Internet-related issues with the network administrator.
3. A resolution has been taken to fix the outing timings so that there may not be any clash with the daily academic routine work of the students.
4. It is resolved to analyze and classify all the complaints and inform the concerned departments.

Closing Time: 03: 45 PM.



The members attended the meeting on 10-01-2019

S.NO	Name Of the Person	Designation	Role	Mobile number	Signature
1	Dr.Y Sudheer Babu	Principal	Chairman	9618161818	
2	Dr.A.Anupama	Asso.Prof-BED	Chief Warden	9441825134	
3	Mr. N Sowraiah	Phy. Director	Residential Warden	9866715541	
4	Ajay Kumar Varma	Asso.Prof-CE	Residential Warden	9493484840	
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12	Ms. Y.Prameela	Asst.Prof-	Diploma Coordinator	7207837879	
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20	Ch. Manohar (16H71A0305)	III ME	Student Member	9550538623	

Convenor

Principal