

## ADITYA COLLEGE OF PHARMACY(A) (An Autonomous Institution)

Approved by PCI, New Delhi, \*Permanently Affiliated to JNTUK, Kakinada

Accredited by NAAC A Grade and CGPA of 3.24

Recognized by UGC Under Sections 2(f) of the UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem, Gandepalli Mandal, East Godavari - 533437, A.P

Ph. 99498 76664, Email: office@acop.edu.in, www.acop.edu.in

Date: 08-08-2024

### CIRCULAR

A meeting of the Hostel Committee will be held on 10-08-2024 at 3:00PM in the Seminar Hall of Aditya college of Pharmacy. All the members of the Hostel Committee are requested to attend the meeting without fail.

### AGENDA

1. To provide computer and wi-fi facilities for the hostel students
2. To conduct periodic meetings with students to address grievances.
3. To discuss menu of the north and south mess.
4. To conduct cultural activities in hostel.
5. Maintenance of hygiene in hostel.

S.No.	Name of Faculty Member	Designation	Position	Signature
1.	Dr. K. Ravishankar	Principal	Chairman	
2.	P.L.Prasada Rao	Chief Warden (Boys Hostel)	Member	
3.	K Saritha	Chief Warden (Girls Hostel)	Member	
4.	Dr. Anju.K.Abraham	Assistant Professor	Convener	
5.	B. Bhavyasri	IV Pharm D	Student Member	
6.	Ch.Bhuvana	IV B Pharm	Student Member	
7.	K.Lahari	IV B Pharm	Student Member	
8.	K. Lakshaya Gayatri Reddy	III Pharm D	Student Member	

Convener

Principal



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Date: 10-08-2024

## MINUTES OF MEETING OF THE HOSTEL COMMITTEE HELD ON Dt: 10-08-2024 AT 2.00PM

A meeting of hostel Committee was held on 10-08-2024 at 3:00pm in the Seminar Hall of Aditya college of Pharmacy. Dr. K.Ravi Shankar, Chairman presided over the meeting.

### AGENDA

1. To provide computer and wi-fi facilities for the hostel students
2. To conduct periodic meetings with students to address grievances.
3. To discuss menu of the north and south mess.
4. To conduct cultural activities in hostel
5. To maintain hygiene in hostel.

The meeting of hostel committee commenced with a welcome by Dr.K.Ravi Shankar , the chairman of the hostel committee. Mr P.L. Prasad Rao, Chief Warden of Boys hostel and Mrs.K.Saritha, Chief warden of girls hostel presided over the meeting. Mrs K. Saritha read out the agenda put forth for discussion. Further the agenda was discussed in the presence of Chairman.

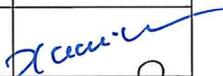
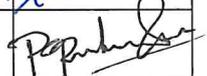
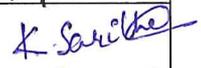
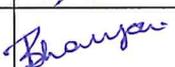
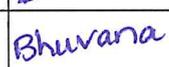
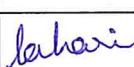
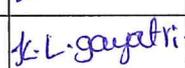
### MINUTES

- Members discussed and decided to provide proper wifi facilities to students, also to repair few computers which are not in proper working condition. This will provide an additional benefit to students in achieving excellence in academics and also technical aspects.
- The committee also decided to conduct periodic meetings in hostel presiding faculty and hostel warden for addressing grievances especially 1<sup>st</sup> year students if they are facing any ragging issues or harassments from seniors. Any other grievances or complaints if the student wants to get to notice of staffs.

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- The chief warden (boys' hostel) read out the previous menu they are following in the hostel and asked for the necessary changes in that menu as per the student request. The chairman of the committee suggested necessary changes to be followed as per the students request.
- The committee decided to conduct cultural programs in hostel on auspicious occasions like any festivals or celebrations.
- The chief warden of girl's hostel mentioned about the complaints she received from students regarding lack of hygiene in hostel. The chairman expressed his support in this case as maintaining hygiene very important for students health.

**The following members of Internal Complaint Committee attended the meeting:**

S.No	Name of Faculty Member	Designation	Position	Signature
1	Dr. K. Ravishankar	Principal	Chairman	
2	P.L.Prasada Rao	Chief Warden (Boys Hostel)	Member	
3	K Saritha	Chief Warden (Girls Hostel)	Member	
4	Dr. Anju.K.Abraham	Assistant Professor	Convener	
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CONVENER