



ANAND INSTITUTE OF HIGHER TECHNOLOGY
KAZHIPATHUR

CIRCULAR

No: AIHT/HC/2019-2020

Date: 16.10.2019

This is to inform you that, hostel Committee meeting with Principal is scheduled at 11 AM on 17.10.2019 in the conference hall. The committee members are requested to attend the meeting.

AGENDA

1. Hostel rules to be followed by the students
2. Hostel maintenance
3. Overall discipline


Principal

Copy submitted to

1. The Chairman
2. The Director

Copy to :

1. Principal
2. All HOD's
3. Hostel Wardens
4. Office



ANAND INSTITUTE OF HIGHER TECHNOLOGY
KAZHIPATTUR

HOSTEL COMMITTEE MEETING ATTENDANCE

Date: 17.10.2019

S.No	Hostel Committee Members	Signature
1.	Dr. K. Sridharan - Chairman	<i>K. Sridharan</i>
2.	Dr. S. Arivalagi - Secretary	<i>S. Arivalagi</i>
3.	Dr. K. Diwakar - Principal - Chief warden	<i>K. Diwakar</i>
4.	Ms. V. Leena Sharon - Deputy warden	<i>Leena Sharon</i>
5.	Mr. M. Kamesh - Deputy warden	<i>M. Kamesh</i>
6.	Dr. S. Roselin Mary - Member	<i>S. Roselin Mary</i>
7.	Dr. S. Bharathivasu - Member	<i>S. Bharathivasu</i>
8.	Dr. D. Yuvaraj - Member	<i>D. Yuvaraj</i>
9.	Dr. M. Sumithra Devi - Member	<i>M. Sumithra Devi</i>



ANAND INSTITUTE OF HIGHER TECHNOLOGY
KAZHIPATHUR

MINUTES OF THE HOSTEL COMMITTEE MEETING

Date: 17.10.2019

The Hostel Committee meeting was conducted for upcoming odd semester with the following members and the agenda of the meeting was discussed and decisions were taken. The details of the meeting were listed below

Points Discussed

1. The students should get prior permission from the hostel warden to leave out of the hostel campus
2. All hostel students must record their in and out time in the hostel register.
3. Compulsory study time must be followed by all students and attendance must be taken regularly. Mobile phones should not be used during the study hours.
4. All students are advised to follow the hostel rules strictly.
5. Parents must visit the students only during the visiting hours.
6. The warden's must have a representative for the hostel.
7. Floor in-charges should be assigned for each hostel.
8. These floor in-charges should maintain the discipline of their floor and students.
9. Students should not leave the campus without a guardian.


Coordinator


Principal



**ANAND INSTITUTE OF HIGHER TECHNOLOGY
KAZHIPATHUR**

CIRCULAR

No: AIHT/HC/2019-2020

Date: 28.5.2019

This is to inform you that, hostel committee meeting with the Principal at 12 PM on 29.5.2019 in the conference hall. The committee members are requested to attend the meeting.

AGENDA

1. Hostel rules to be followed by the students
2. Hostel maintenance
3. Overall discipline
4. Floor-in-charge should maintain the discipline.


Principal

Copy submitted to:

1. The Chairman
2. The Director

Copy to:

1. Principal
2. All HOD's
3. Hostel Wardens
4. Office



ANAND INSTITUTE OF HIGHER TECHNOLOGY
KAZHIPATTUR

HOSTEL COMMITTEE MEETING ATTENDANCE

Date: 29.5.2019

S.No	Hostel Committee Members	Signature
1.	Dr. K. Sridharan - Chairman	<i>K. Sridharan</i>
2.	Dr. S. Arivalagi - Secretary	<i>S. Arivalagi</i>
3.	Dr. K. Diwakar - Principal - Chief warden	<i>K. Diwakar</i>
4.	Ms. V. Leena Sharon - Deputy warden	<i>Leena Sharon</i>
5.	Mr. M. Kamaesh - Deputy warden	<i>M. Kamaesh</i>
6.	Dr. V.V.Rajasekaran - Member	<i>V.V.Rajasekaran</i>
7.	Dr. S. Bharathivasu - Member	<i>S. Bharathivasu</i>
8.	Dr. D. Yuvaraj - Member	<i>D. Yuvaraj</i>
9.	Dr. M. Sumithra Devi - Member	<i>M. Sumithra Devi</i>



ADARSH VIDYALAYA, 100, MAIN ROAD, VIJAYAPURAM, CHENNAI-600 077

K.A. / 0000 / 01 / 0000

MEMORANDUM FOR THE MEMBERS, ACADEMIC BOARD, ADARSH VIDYALAYA

Date: 29.5.2019

The Hostel Committee meeting was conducted for reviewing hostel committee and Administration was made. The details of the meeting were listed below.

Points Discussed

1. The students should get prior permission from the hostel warden to leave out of the hostel campus.
2. All students should not go out after 6 PM.
3. Hostel warden should not give permission to leave the campus after 6 PM.
4. All hostel students must access their in and out time in the hostel register.
5. Compulsory study time must be followed by all students and attendance must be taken regularly.
6. Mobile phones should not be used during the study hours.
7. All students are advised to follow the hostel rules strictly.
8. Parents must visit the students only during the visiting hours.
9. The warden's must have a representative for the hostel.


Coordinator


Principal