



VIDYA VIHAR INSTITUTE OF TECHNOLOGY

PURNEA, MARANGA, 854301.

Approved By Government of Bihar and AICTE, New Delhi

Affiliated to Aryabhata Knowledge University, Patna

| HOSTEL MANAGEMENT CELL | | |
|---|----------------------|--|
| Objective of Hostel Management Cell: To efficiently manage and oversee the operations of a hostel or a group of hostels. The cell is responsible for creating a safe, comfortable, and conducive living environment for the hostel residents | | |
| Role | Name | Work Area |
| Coordinator of Hostel Management Cell | Mr. Rahul kumar | Coordinating with HMC members |
| Hostel Warden for girls | Mrs. P.Panday | Rules and Regulations enforcement, Seat allocation, Gate pass approval, maintenance repair issues, Ensuring safety and security within hostel, Coordination with Mess and Administration Department, Conflict Management and addressing student issues and grievances. |
| Care taker for girls | Mrs. Chaman | Maintenance and repair issues, ensuring safety and security within hostel, Coordination with mess. |
| Hostel Warden for Boys | Mr. Akshay kumar | Rules and Regulations enforcement, Seat allocation, Gate pass approval, maintenance repair issues, Ensuring safety and security within hostel, Coordination with Mess and Administration Department, Conflict Management and addressing student issues and grievances. |
| Faculty Advisor | Mr. Vivek Rai | Grievance Redressal of the hostel, Conflict Management and Advisor. |
| Faculty Advisor | Mr. Prasanjeet Ghosh | Gate Pass Approval, Conflict Management and advisor. |
| Faculty Advisor | Mr. Rohit kumar Jha | Coordinator of mess and Coordinating with Cafeteria Cell, Conflict Management and Advisor. |
| Faculty Advisor | Er. Aniket Manas | Conflict Management and Advisor. |
| Faculty Advisor | Er. Sumit kumar | Coordinator of Cafeteria and Coordinating with mess and Advisor. |
| Faculty Advisor | Dr. Aftab Alam | Conflict Management and Advisor. |
| Faculty Advisor | Er. Ashok kr. Pinku | Conflict Management and Advisor. |
| Faculty Advisor | Mr. Kaushal kumar | Conflict Management and Advisor. |



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| | | |
|-----------------------|------------------------|--|
| Administrative Member | Mr. Mithlesh Pathak | Giving Approval for Gate pass, Coordinating with Hostel Management Cell and Advisor. |
| Medical Team Member | Mr. Gautam Kumar Gurav | Health related issues. |
| Maintenance Incharge | Mr. Karn kumar | Managing all the maintenance and repair issues. |

| Name | Signature |
|------------------------|---------------------------|
| Mr. Rahul kumar | <i>Rahul</i> 09/06/23 |
| Mrs. P.Panday | |
| Mrs. Chaman | |
| Mr. Akshay kumar | |
| Mr. Vivek Rai | <i>Vivek</i> |
| Mr. Prasanjeet Ghosh | <i>Prasanjeet</i> |
| Mr. Rohit kumar Jha | |
| Er. Aniket Manas | <i>Aniket</i> 09/06/23 |
| Er. Sumit kumar | |
| Dr. Aftab Alam | <i>Dr. Aftab Alam</i> |
| Er. Ashok kr. Pinku | <i>Ashok kr. Pinku</i> |
| Mr. Kaushal kumar | <i>Kaushal</i> 14/06 |
| Mr. Mithlesh Pathak | <i>Mithlesh</i> |
| Mr. Gautam Kumar Gurav | <i>Gautam</i> 14/06/23 |
| Mr. Karn kumar | <i>Karn</i> 14/06/23 |



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Students Representative List

Role and Responsibility: They have to communicate the hostel issues, build a cordial relation within students, and make peaceful environment for the in the hostel.

Boys Hostels Representative

S

| Room no. | Branch | Session | Roll Number | Name |
|----------|--------|-----------|-------------|--------------------|
| 101 | BCA | 2022-2025 | 822036 | Dev krishna pandey |
| 102 | BCA | 2022-2025 | 822172 | Frahan Akhtar |
| 103 | ECE | 2022-2026 | 32218 | Suman |
| 104 | ME | 2021-2025 | 52124 | Ravish kumar |
| 111 | CSE | 2020-2024 | 12036 | Rajeev Poddar |
| 112 | EEE | 2020-2024 | 42009 | Rakesh Kumar |
| 113 | BCA | 2020-2023 | 820112 | Taiyab Alam |
| 114 | BCA | 2020-2023 | 820007 | Abhishek kumar Raj |
| 121 | BCA | 2020-2023 | 820078 | Kundan Kumar |
| 122 | CSE | 2019-2023 | 11914 | Pradip Mehta |
| 123 | BCA | 2021-2024 | 821056 | Sagar |
| 124 | CSE | 2019-2023 | 11959 | Sanskar shudhanshu |
| 201 | CSE | 2019-2023 | 11936 | Saket |
| 202 | ECE | 2021-2025 | 32108 | Zeyur rahman |
| 203 | BCA | 2021-2024 | 821104 | Shushil kumar |
| 204 | EEE | 2019-2023 | 41941 | Pampal |
| 211 | BCA | 2022-2025 | 822084 | Anurag Kumar |
| 212 | CSE | 2021-2026 | 12140 | Kamlesh |
| 213 | BCA | 2021-2024 | 821008 | Aman kumar |
| 214 | BBA | 2022-2025 | 722021 | Rohit singh |
| 221 | CSE | 2021-2025 | 12147 | Abhishek kumar |
| 222 | BBA | 2022-2025 | 722040 | Noor Akhtar |
| 224 | EEE | 2022-2026 | 42206 | Ritik kumar |

Girls Hostel Representative

| Room No. | Branch | Session | Roll Number | Name |
|----------|--------|---------|-------------|------|
|----------|--------|---------|-------------|------|



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|-----|-----|-----------|--------|-----------------|
| 301 | CSE | 2022-2026 | 12225 | Satya Chetan |
| 311 | BCA | 2022-2025 | 822008 | Khushi kumari |
| 312 | BBA | 2022-2025 | 722020 | Maushami Priya |
| 313 | BCA | 2022-2025 | 822022 | Saloni Chauhan |
| 314 | ECE | 2022-2026 | 32215 | Isha Priya |
| 321 | BCA | 2020-2023 | 820125 | Sakshi |
| 322 | ME | 2019-2023 | 51931 | Bansal Sarswati |
| 323 | BBA | 2021-2024 | 721098 | Neha Priya |
| 324 | ECE | 2022-2026 | 32125 | Jiya Verma |



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Date: 09.06.2023

Minutes of Meeting of Hostel Management Cell

- Discussed about the work area and assigned the work to the members which are given in constitution of Hostel Management Cell.
- As per the Mr. Karn kumar, he discussed about the hygiene issues in the hostel due to unavailability of Harpic and brush cleaning is not done effectively.

Rahul
09/06/2023

Rohit
9/6/2023

Aniket
9/6/2023

Wij
08/06/23

gn
09/06/23

Shresh

9/6/2023

Pranav
09/06/23

Kaushay
09/06/23



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| Name | Signature |
|----------------------|--------------------------|
| Mr. Rahul kumar | <i>Rahul</i> 09/06/23 |
| Mrs. P.Panday | |
| Mrs. Chaman | |
| Mr. Akshay kumar | <i>min</i> |
| Mr. Vivek Rai | <i>Shok</i> |
| Mr. Prasanjeet Ghosh | <i>Prasanjeet</i> |
| Mr. Rohit kumar Jha | |
| Er. Aniket Manas | <i>Aniket 05/06/23</i> |
| Er. Sumit kumar | |
| Dr. Aftab Alam | <i>Md Aftab Alam</i> |
| Er. Ashok kr. Pinku | <i>Ashok kr. Pinku</i> |
| Mr. Kaushal kumar | <i>Kaushal</i> 14/06 |



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Mr. Mithlesh Pathak

Mr. Gautam Kumar Gurav

Mr. Karn kumar

Mithlesh

Gautam

Karn
19/10/2023

Hostel Management Cell

Minutes of Meeting

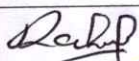

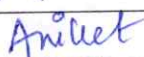
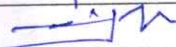
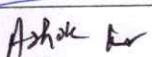
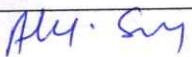
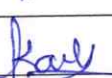
Target of the Month

DATE- 10-07-2023

- Minimizing complain related to the hostel and mess end of the month of July.
- Maintain discipline in the Hostel.
- To inform to the students about their representatives.

Action to be taken

- Taking Feedback and Review weekly by Google form.
- Daily hostel visit by the Warden.
- Maintain daily work report.

| | |
|----------------------|--|
| Mr. Rahul Kumar |  |
| Mr. Vivek Rai |  |
| Dr. Aniket Manas |  |
| Er. Sumit kumar |  |
| Er. Ashok kumar |  |
| Mr. Akshay kr. singh |  |
| Mr. Karn Kumar |  |