



Faculty of Pharmacy
Sri Adichunchanagiri College of Pharmacy
B.G. Nagara - 571 448, Karnataka



Date: 27/06/2024

Girls' Hostel Committee

CIRCULAR

By the direction of the Chairperson, **Girls' Hostel Committee**, a meeting is hereby convened to discuss the following agenda points. All concerned members are kindly requested to attend the meeting without fail.

Meeting Details:

- **Date:** 30/06/2024
- **Time:** 11:30AM-12:30PM
- **Venue:** Pharmacy Girls Hostel

Agenda:

- **Maintenance Review:** To assess the status of hostel infrastructure, identify maintenance requirements, and prioritize necessary repair works.
- **Indoor Games:** To discuss the provision and enhancement of indoor recreational facilities for promoting students' physical and mental well-being.
- **Grievance Box:** To review the effectiveness of the hostel grievance redressal system and encourage students to submit suggestions and concerns for timely resolution.

Who Should Attend:

- Hostel Warden: Dr. Bharathi D R
- Hostel Supervisor: Shobha N
- Student Representative: Jeevitha M

Nagalakshmi S

Note:

All attendees are requested to come prepared with necessary documents or reports for discussion and verification.

Coordinator

[Girls' Hostel Committee]

Chairperson

[Girls' Hostel Committee]



Faculty of Pharmacy
Sri Adichunchanagiri College of Pharmacy
B.G. Nagara - 571 448, Karnataka



Girls' Hostel Committee

Minutes of the Meeting (MoM)

Meeting Details:

- **Date:** 30/06/2024
- **Time:** 11:30AM-12:30PM
- **Venue:** Pharmacy Girls Hostel
- **Chairperson:** Dr. Bharathi D R

Agenda Discussed:

S. No	Agenda Item
1	Maintenance Review: To assess the status of hostel infrastructure, identify maintenance requirements, and prioritize necessary repair works
2	Indoor Games: To discuss the provision and enhancement of indoor recreational facilities for promoting students' physical and mental well-being.
3	Grievance Box: To review the effectiveness of the hostel grievance redressal system and encourage students to submit suggestions and concerns for timely resolution.

Minutes of the Meeting:

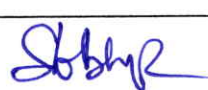
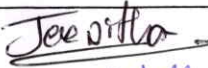
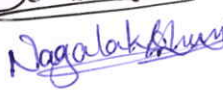
S. No	Contents
1	Welcome Address: The Chairperson warmly welcomed all members to the Hostel Committee Meeting and thanked them for their presence. The importance of regular committee meetings in ensuring effective hostel administration was highlighted.
2	Opening Remarks by Chairperson: The Chairperson emphasized the need to maintain high standards of cleanliness, safety, and comfort in the hostel. Regular monitoring and timely maintenance were identified as essential for improving hostel facilities.
3	Agenda 1:

	Previous Actions Reviewed: The committee reviewed the status of action items from the previous meeting and noted the progress made in implementing the approved recommendations.
4	Agenda 2: Requested Sports Equipment: Students requested the procurement of additional indoor sports equipment to encourage recreational activities and promote a healthy lifestyle within the hostel
5	Agenda 3: Online Grievance Suggested: Members recommended introducing an online grievance redressal system to enable students to submit complaints and suggestions conveniently and facilitate timely resolution.
6	Members resolved to implement the recommendations before the next review meeting.
7	Vote of Thanks: Thanks were extended to the hostel staff for their continuous support and dedicated service. The meeting concluded with a commitment to implement the resolutions before the next scheduled review.

Decisions Taken:

- Equipment purchased.
- Portal introduced.
- Repairs completed.

List of Attendees:

S. No	Name	Designation	Signature
1	Dr. Bharathi D. R.	Hostel Warden	
2	Shobha R	Hostel Supervisor	
3	Jeevitha M Nagalakshmi S	Student Representatives	 



(Signature)
Coordinator



(Signature)
Chairperson



Faculty of Pharmacy
Sri Adichunchanagiri College of Pharmacy
B.G. Nagara - 571 448, Karnataka



Date: 19/12/2024

Girls' Hostel Committee

CIRCULAR

By the direction of the Chairperson, **Girls' Hostel Committee**, a meeting is hereby convened to discuss the following agenda points. All concerned members are kindly requested to attend the meeting without fail.

Meeting Details:

- **Date:** 22/12/2024
- **Time:** 10:30AM-11:30AM
- **Venue:** Pharmacy Girls Hostel

Agenda:

- **Health Camp:** To discuss the organization of periodic health check-up camps aimed at promoting the physical well-being of hostel residents.
- **Counselling:** To review the availability of counselling services and strengthen mental health and emotional support for hostel students.
- **Digital Notices:** To discuss the implementation of a digital notice system for the timely dissemination of hostel-related announcements, events, and important information.

Who Should Attend:

- Hostel Warden: Dr. Prasiddhi Gautham Naik
- Hostel Supervisor: Shobha N
- Student Representative: Janavi D

Monisha B N

Note:

All attendees are requested to come prepared with necessary documents or reports for discussion and verification.

Coordinator
[Girls' Hostel Committee]

Chairperson
[Girls' Hostel Committee]



Faculty of Pharmacy
Sri Adichunchanagiri College of Pharmacy
B.G. Nagara - 571 448, Karnataka



Girls' Hostel Committee
Minutes of the Meeting (MoM)

Meeting Details:

- **Date:** 22/12/2024
- **Time:** 10:30AM-11:30AM
- **Venue:** Pharmacy Girls Hostel
- **Chairperson:** Dr. Bharathi D R

Agenda Discussed:

S. No	Agenda Item
1	Health Camp: To discuss the organization of periodic health check-up camps aimed at promoting the physical well-being of hostel residents.
2	Counselling: To review the availability of counselling services and strengthen mental health and emotional support for hostel students.
3	Digital Notices: To discuss the implementation of a digital notice system for the timely dissemination of hostel-related announcements, events, and important information.

Minutes of the Meeting:

S. No	Contents
1	Welcome Address: All members were warmly welcomed to the Hostel Committee Meeting. The purpose of the meeting and its agenda were briefly introduced.
2	Opening Remarks by Chairperson: The Chairperson reiterated the institution's commitment to providing quality hostel facilities. Emphasis was placed on regular monitoring of cleanliness, maintenance, and basic amenities.
3	Agenda 1

	Medical Camp Appreciated: The committee noted the positive response from hostel residents regarding the recently organized medical health check-up camp and acknowledged its benefits.
4	Agenda 2 Counselling Requested Monthly: Members recommended conducting counselling sessions on a monthly basis to provide continuous emotional, academic, and psychological support to hostel students
5	Agenda 3 Digital Display Approved: The committee approved the installation of digital display boards in the hostel to facilitate the timely communication of notices, announcements, and important updates
6	Members resolved to implement the recommendations before the next review meeting.
7	Vote of Thanks: Appreciation was expressed for the constructive discussions and valuable recommendations. The meeting concluded with optimism for the successful implementation of the decisions taken.

Decisions Taken:

- Quarterly camps scheduled.
- Counselling initiated
- Display installed

List of Attendees:

S. No	Name	Designation	Signature
1	Dr. Prasiddhi Gautam Naik	Hostel Warden	
2	Shobha R	Hostel Supervisor	
3	Janavi D Monisha B N	Student Representatives	 


(Signature)
Coordinator


(Signature)
Chairperson



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Date: 16/05/2025

Girls' Hostel Committee

CIRCULAR

By the direction of the Chairperson, **Girls' Hostel Committee**, a meeting is hereby convened to discuss the following agenda points. All concerned members are kindly requested to attend the meeting without fail.

Meeting Details:

- **Date:** 18/05/2025
- **Time:** 10:30AM-11:30AM
- **Venue:** Pharmacy Girls Hostel

Agenda:

- **Waste Management:** To discuss the implementation of effective waste segregation and disposal practices for maintaining a clean, hygienic, and environmentally sustainable hostel environment.
- **Fire Safety:** To review existing fire safety measures, emergency preparedness, and the availability of firefighting equipment to ensure the safety of hostel residents.
- **Energy Conservation:** To discuss strategies for promoting energy-efficient practices, reducing electricity consumption, and encouraging responsible use of electrical appliances within the hostel.

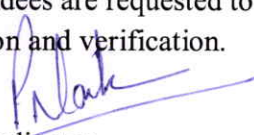
Who Should Attend:

- Hostel Warden: Dr. Prasiddhi Gautham Naik
- Hostel Supervisor: Shobha N
- Student Representatives: Surabhi N

Rakshana M

Note:

All attendees are requested to come prepared with necessary documents or reports for discussion and verification.


Coordinator

[Girls' Hostel Committee]


Chairperson

[Girls' Hostel Committee]



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B.G. Nagara - 571 448, Karnataka



Girls' Hostel Committee
Minutes of the Meeting (MoM)

Meeting Details:

- **Date:** 18/05/2025
- **Time:** 10:30AM-11:30AM
- **Venue:** Pharmacy Girls Hostel
- **Chairperson:** Dr. Bharathi D. R.

Agenda Discussed:

S. No	Agenda Item
1	Waste Management: To discuss the implementation of effective waste segregation and disposal practices for maintaining a clean, hygienic, and environmentally sustainable hostel environment.
2	Fire Safety: To review existing fire safety measures, emergency preparedness, and the availability of firefighting equipment to ensure the safety of hostel residents.
3	Energy Conservation: To discuss strategies for promoting energy-efficient practices, reducing electricity consumption, and encouraging responsible use of electrical appliances within the hostel.

Minutes of the Meeting:

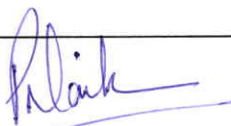
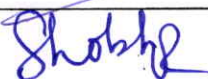
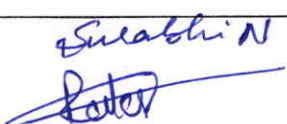
S. No	Contents
1	Welcome Address: The Chairperson extended a warm welcome to all members attending the meeting. Appreciation was expressed for their continued support in hostel management activities. The meeting officially commenced with the day's agenda.
2	Opening Remarks by Chairperson: The Chairperson stressed the importance of maintaining a healthy and student-friendly hostel environment. Members were reminded that regular reviews help identify and resolve issues effectively.

3	Agenda 1: Segregation Bins Proposed: The committee proposed installing separate waste segregation bins for biodegradable and non-biodegradable waste to promote effective waste management practices.
4	Agenda 2: Fire Drill Planned: Members resolved to organize periodic fire safety drills to enhance emergency preparedness and familiarize hostel residents with evacuation procedures.
5	Agenda 3: • LED Conversion Discussed: The committee discussed replacing conventional lighting with energy efficient LED fixtures throughout the hostel to reduce electricity consumption and promote sustainable practices.
6	Members resolved to implement the recommendations before the next review meeting.
7	Vote of Thanks: The Chairperson expressed sincere gratitude to all members for their valuable contributions. Special thanks were conveyed to the hostel staff for their dedicated service and cooperation.

Decisions Taken:

- Bins installed.
- Mock drill conducted
- LED lights replaced.

List of Attendees:

S. No	Name	Designation	Signature
1	Dr. Prasiddhi Gautam Naik	Hostel Warden	
2	Shobha R	Hostel Supervisor	
3	Surabhi N Rakshana M	Student Representatives	


(Signature)
Coordinator


(Signature)
Chairperson



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Sri Adichunchanagiri College of Pharmacy
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Date: 19/12/2025

Girls' Hostel Committee

CIRCULAR

By the direction of the Chairperson, **Girls' Hostel Committee**, a meeting is hereby convened to discuss the following agenda points. All concerned members are kindly requested to attend the meeting without fail.

Meeting Details:

- **Date:** 21/12/2025
- **Time:** 11:30AM-12:30PM
- **Venue:** Pharmacy Girls Hostel

Agenda:

- **Review of Hostel Rules and Discipline** – Discussion on hostel regulations, code of conduct, punctuality, and attendance.
- **Hostel Hygiene, Safety, and Maintenance** – Cleanliness, sanitation, safety, security, emergency preparedness, and maintenance of hostel facilities.
- **Mess and Resource Management** – Food quality, mess management, and conservation of electricity and water.
- **Student Engagement and Feedback** – Planning of cultural, sports, and extracurricular activities, along with feedback and suggestions from hostel residents.

Who Should Attend:

- Hostel Warden: Kavya K
- Hostel Supervisor: Shobha N
- Student Representatives: Surabhi N
Niharika shibu

Note:

All attendees are requested to come prepared with necessary documents or reports for discussion and verification.

Coordinator

[Girls' Hostel Committee]

Chairperson

[Girls' Hostel Committee]



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B.G. Nagara - 571 448, Karnataka



Girls' Hostel Committee
Minutes of the Meeting (MoM)

Meeting Details:

- **Date:** 21/12/2025
- **Time:** 11:30AM-12:30PM
- **Venue:** Pharmacy Girls' Hostel
- **Chairperson:** Dr. Prakash S. Goudanavar

Agenda Discussed:

S. No	Agenda Item
1	Review of Hostel Rules and Discipline – Discussion on hostel regulations, code of conduct, punctuality, and attendance
2	Hostel Hygiene, Safety, and Maintenance – Cleanliness, sanitation, safety, security, emergency preparedness, and maintenance of hostel facilities.
3	Mess and Resource Management – Food quality, mess management, and conservation of electricity and water.
4	Student Engagement and Feedback – Planning of cultural, sports, and extracurricular activities, along with feedback and suggestions from hostel residents.

Minutes of the Meeting:

S. No	Contents
1	Welcome Address: A cordial welcome was extended to all committee members attending the meeting. The Chairperson appreciated the members for their continued cooperation in hostel development initiatives.

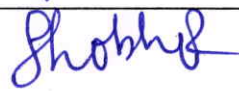
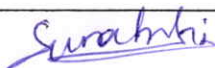
2	Opening Remarks by Chairperson: The Chairperson stated that a well-maintained hostel plays a vital role in ensuring students' health, safety, and academic success. Members were requested to review the agenda carefully and suggest practical measures for improvement.
3	Agenda 1: Review of Hostel Rules and Discipline: The Hostel Warden reviewed the hostel rules, code of conduct, attendance requirements, and hostel timings. Residents were reminded to maintain discipline, punctuality, and responsible behaviour within the hostel premises.
4	Agenda 2: Hostel Hygiene, Safety, and Maintenance The importance of maintaining cleanliness in individual rooms and common areas was discussed. Safety and security measures, emergency procedures, and regular reporting of maintenance issues were explained. Residents were encouraged to cooperate in maintaining a safe and hygienic hostel environment.
5	Agenda 3: Mess and Resource Management Residents shared their feedback regarding food quality and mess services. Suggestions for improving the menu and maintaining cleanliness in the dining area were discussed. Students were also advised to conserve electricity and water by adopting responsible usage practices.
6	Agenda 4 Student Welfare and Grievance Redressal The Warden emphasized the institution's commitment to student welfare and explained the grievance redressal mechanism. Anti-ragging regulations were reiterated, and students were encouraged to maintain mutual respect, cooperation, and a harmonious living environment.
7	Agenda 5 Student Engagement and Feedback Residents were encouraged to participate in cultural, sports, and recreational activities organized by the hostel. Students actively shared suggestions for improving hostel facilities and services. The suggestions were noted for further consideration and implementation.
8	Vote of Thanks: A sincere vote of thanks was proposed to the Chairperson and all committee members for their valuable contributions. Appreciation was expressed to the hostel administration and support staff for their cooperation and prompt assistance.

Decisions Taken:

- Hostel rules, code of conduct, and attendance regulations were reinforced through the notice board and regular counselling. Students were instructed to strictly follow hostel timings and disciplinary guidelines.

- Regular cleanliness inspections were initiated. Safety measures and emergency contact procedures were reviewed, and maintenance requests were addressed through the hostel complaint register.
- Feedback on food quality and mess services was communicated to the mess committee. Awareness regarding the conservation of electricity and water was created among all residents.
- Student suggestions were documented and reviewed. Plans for organizing cultural, sports, and recreational activities were initiated to enhance student participation and well-being.

List of Attendees:

S. No	Name	Designation	Signature
1	Kavya K	Hostel Warden	
2	Shobha R	Hostel Supervisor	
3	Surabhi R Niharika Shibu	Student Representative s	 


(Signature)
Coordinator


(Signature)
Chairperson