



# SIR C R REDDY COLLEGE

ELURU, WEST GODAVARI DISTRICT, ANDHRA PRADESH, INDIA - 534007

Affiliated to Adikavi Nannaya University, Rajamahendravaram

( Thrice accredited at 'A' Level by NAAC : Bengaluru) AN ISO - 9001:2015 CERTIFIED INSTITUTION

College e-mail: [principal\\_sircrcollege@yahoo.com](mailto:principal_sircrcollege@yahoo.com)

website : [www.sircrreddycollege.ac.in](http://www.sircrreddycollege.ac.in)



## HOSTEL ADMINISTRATION

The following officers shall constitute the Hostel administration

**Chief Warden:** Dr. K A Rama Raju

**Warden:**

Hostel	Warden
Sir C R Reddy Autonomous college, Boys Hostel (New)	Dr. K A Rama Raju
Sir C R R (A) college, Women's Hostel	Ms. A Surya Kumari

**Deputy Warden:**

Hostel	Deputy Warden
Sir C R Reddy Autonomous college, Boys Hostel (New)	Sri. K Ravi Kumar
Sir C R R (A) college, Women's Hostel	Mrs. M Kavitha

**Other staff associated with the hostel administration**

- Mess Supervisor
- Supervisor, Electrician, Plumber (Attached with the office of Chief Warden).
- Sweepers

**No. of rooms with students accommodated**

Hostel	No. of rooms	Total No. of accommodations available	Students accommodated
Sir C R Reddy Autonomous college, Boys Hostel (New)	73	204	152
Sir C R R (A) college, Women's Hostel	56	165	74

## **RULES AND REGULATIONS**

### **ADMINISTRATION:**

- There are separate hostels for Boys and Women's students. The Principal is the Chief Warden of the Hostel. He is assisted by a Deputy Warden, who looks after administration of hostel on behalf of the Principal and warden.

### **ADMISSION:**

- Admission is for a period of one year and may be renewed for the following year based on the student opinion.
- At the time of admission each student has to pay, apart from Term charges, a deposit of Rs.4000/- **for boys' hostel** and Rs.3000/- **for women's hostel**. This deposit is refundable at the end of the year.

- **MESS:**

- Kitchen and mess are cosmopolitan, with a veg and non-veg section also Expenditure is divided among members.

### **PAYMENT OF BILLS:**

- Rent and establishment charges have to be paid once in a term, in the first week of each term. The amount is not refundable.
- **For boy's Hostel** - Mess bills are payable monthly. The bill for each month has to be paid before the 17th of the following month. Penalty for late payment will be Re. 1/- per day. Those who do not pay even by the 15th of the month cease to be members of the hostel.
- **For women's hostel** - Mess bills are payable monthly. The bill for each month has to be paid before the 15th of the following month. Penalty for late payment will be Re. 3/-per day.
- College fees and Public Examination fees will not be accepted from students who have not cleared all Hostel dues.

### **GENERAL:**

- Members are responsible for the proper use of Buildings, furniture, Electrical Fittings etc., and any loss or damage to hostel property is made good from members.
- **For boy's Hostel** - No member shall stay out between 8:30PM and 5AM without prior permission.
- **For women's hostel** - No member shall stay out between 6 PM and 6AM without prior permission.
- No visitor is allowed to remain in the hostel after roll call unless the member has obtained prior permission.
- Any other rules in addition to these may be enforced by the Deputy Warden as and when he thinks necessary for proper running of the Hostel.

### **FACILITIES**

- |  |                                  |
|--|----------------------------------|
| • Safety and Security                    | • Safety drinking water          |
| • Recreation                             | • Attached wash rooms            |
| • Indoor games                           | • Limited in mates per room      |
| • Medical aid and Counselling facilities | • Celebration of local festivals |



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## Rules And Regulations

1. The hostel resident should furnish the correct address, telephone, mobile number of the parent/guardian. Any change of permanent address should be informed to the hostel administration immediately.
2. Hostel Boarders should carry their identity cards, which must be produced whenever required by the hostel administration and security.
3. All hostel Boarders should maintain their hostel rooms and hostel premises clean and cooperate with the hostel staff.
4. Boarders are not permitted to make any loud noise and create disturbance.
5. All the Boarders should switch off lights and fans while leaving the room.
6. Posters should not be pasted on the walls/doors etc. and no captions shall be written on the same.
7. No Boarder is allowed to stay in the rooms during college timings except on genuine grounds with the permission of Warden.
8. Unauthorized exchange of rooms is not allowed.
9. All the Boarders should pay the hostel fees before the commencement of the academic year. The Management reserves the right for deciding the hostel fee structure.
10. Ragging is a criminal offence and is strictly prohibited.
11. Boarders will not possess, use/deal with any kind of intoxicating material including alcohol, drugs of any kind, gutka, tobacco, cigarettes, chewing gums, or any other sedative material.
12. Outside food is not allowed.
13. No Boarder should intentionally waste food. Boarders should adhere to mess timings.

14. Boarders are not permitted to entertain any guests in their rooms without prior permission of the warden.
15. Parents and local guardians are allowed only on 2<sup>nd</sup> and 4<sup>th</sup> Sundays from 9.00 AM to 6.00 PM.
16. Hostel authorities are not responsible for any loss of Boarder's personal items such as cell phones, laptops or any other gadgets.
17. Boarders who wish to leave the station shall apply for leave and obtain permission in writing in advance. They shall also intimate the address of their stay during this period.
18. Boarders should not cause any damage to the hostel property. If any common property is lost/ damaged/ disfigured, the loss will be recovered from the students, in equal share, who are responsible for the damage or loss or in general use of that property. In case the damage/ loss cannot be pinpointed to the student(s), then a collective fine to recover the loss will be levied by the Hostel Warden.
19. The Management has the full authority for the inspection of the room, bags, almirahs, or any of personal belongings at any time.
20. Celebrating parties (with point 12.) on any occasion including birthdays is strictly prohibited inside the hostel premises.
21. All the Boarders should hand over the room in person at the end of the academic year to the warden/ Supervisor.
22. Any objectionable incident comes to the notice of Management; the Boarder may be suitably penalized or expelled from the hostel.
23. The decision of the Principal/Warden is final in all matters related to the hostel administration.
24. The Management reserves the right to frame, amend, revoke or repeal the provisions including hostel timings.
25. The institution shall not be responsible for any kind of accidents/events within/outside the campus.
26. All types of charges and fees as charged by the institution are subject to revision from time to time



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## HOSTEL COMMITTEE

1. Principal	Chairman
2. Sri K Ravi Kumar	Coordinator
3. Smt M Kavitha	Member
4. Dr Y Soujanya	Member
5. Sri K Visweswara Rao	Member
6. Sri K B S Gopal	Member
7. Dr Valli Poornima (PG)	Member

## FUNCTIONS:

- To constitute a students' Committee selected from each floor of every hostel.
- To frame clear-cut disciplinary norms and come out with a format of undertaking to be taken from every student seeking admission to the hostel.
- To keep the records of the students admitted in the hostel and to keep keen vigilance to avoid parasites.
- To carry computerization of hostel records and update them time to time
- To prepare a list of students who breach the discipline of the hostel mentioning the action taken.
- Circular the list of the black listed students to respective Departments.
- To prevent outside interference into hostel
- To prepare a tentative expenditure budget and forward it to finance committee for approval
- To draw comprehensive plan for better water management, electrical supply and house keeping
- To provide better communication facility in the hostel campus.
- To create an anti-ragging squad.
- To draw norms for Mess Contractors.
- To invite tenders from Mess Contractors and select those who provide best mess facilities.
- To devise a system to check the quality of food in mess and provide suggestions to contractors for improving the quality.
- To carry out routine inspections to check water leakage, hygiene condition in mess and hostel campus, water tank and carry routine maintenance.

- To provide recreation facilities -TV room, reading room, indoor games facilities like table-tennis, badminton, carom and chess.
- To provide a well-equipped Gym for students
- To provide medical facility for students in the hostel campus.
- To have a tie up with good hospitals of adjoining areas and threat student in case of emergencies or acute illness.
- To prepare a list of eminent doctors with their phone nos., Ambulance service and display it in all hostel blocks.
- To prepare a record of mischievous students, problems in hostels and forward to the Director.
- To conduct periodic raids in hostel to check-ragging, alcoholics etc.
- To arrange the meeting of advisory committee every month to give feedback and seek suggestions for giving better services.

**PROCEDURE:**

- The member secretary, in consultation with the convener of the committee, shall prepare a provisional agenda for meeting.
- It shall be circulated to all Members of the committee two days before meeting.
- All the decisions should be taken on the basis of majority.
- After the meeting, the committee shall approve a report embodying its views, recommendations and decisions.

**TENURE:**

The tenure of the nominated members shall be two years.

**FREQUENCY OF MEETING:**

The committee shall meet at least two times a year.

**QUORUM:**

One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

**Boys Hostel Entrance**



**Womens Hostel Entrance**



## Mess in Womens Hostel

