


ATRIA INSTITUTE OF TECHNOLOGY

Anandanagar, Bengaluru – 560 024

Objective :	Hostel Committee		
Date :	08.09.2021	Location :	Board Room
Time :	10:30 A.M	Meeting Type :	Hostel Committee Meeting - 1
Called By :	Principal	Signature :	

Minutes of Meeting

1. Wardens are informed to submit the exact student attendance (Food taken) to Mr. Subbaraju on or before 31st of every month. Chief Warden's verify the complete details and approve for further action.
2. Hostel students Biometric has to be completed by 30th September 2021.
3. Room allotment to students and faculty should be verified by the Chief Warden. Same has to be intimated to Mr. Subbaraju for food arrangement.
4. Any Complaint with respect to repair / service in the hostel must be address within 24 hours by the concerned department such as plumber, electrician.
5. Complete student details room wise has to be prepared before 30th September 2021.
6. No students is permitted to use electric stove and other appliances inside the hostel
7. Quality of food and its feedback will be collected periodically from students.
8. Student Leave : Prior permission from the warden/ chief warden is a must. Unauthorized absences will be viewed seriously and action will be initiated.
9. Wardens are informed to maintain the decorum of the hostel. In this context full time wardens are a must.
- 10.No students are permitted to enter the hostel premises beyond the allotted time. If so, such cases are informed to bring to the notice of chief wardens.
Girl's hostel: 9pm
Boy's hostel: 9.30pm
11. Every year Hostel Day will be celebrated in the remembrance of Atria Founders: Approval and discussion is needed with higher authority.



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Members Present:


Sl. No.	Faculty Name	Designation	E-mail	Phone No.	Signature
1	Dr. T N Sreenivasa	Principal	principal@atria.edu	+91 9902489911	
2	Dr. Nalinakshi N	Prof. & Head, BSE & H Chief Warden, Girls Hostel	bsehod@atria.edu	+91 8861562682	
3	Dr. Surendra H J	Chief Warden, Boys Hostel	surendra@atria.edu	+91 9945015853	
4	Mr. Sandeep	Warden Boys Hostel	facility@atria.edu	+91 8147017045	
5	Ms. Mary Juliana	Warden Girls Hostel	mary.j@atria.edu	+91 9740610591	
6	Mr. Subbaraju	Mess In charge	-	+91 94480 85875	

Principal
8.9.21
Principal
Atria Institute of Technology
Anandanagar, Bengaluru-74



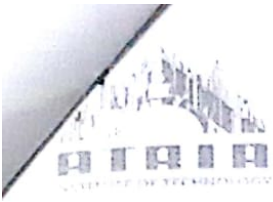
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Anandanagar, Bengaluru – 560 024

Objective :	Hostel Committee		
Date :	27.10.2021	Location :	Board Room
Time :	12:30 PM	Meeting Type :	Hostel Committee Meeting - 3
Called By :	Principal	Signature :	

Minutes of Meeting

1. Total no of students available in the hostel (Warden Authentication)
Boys: 165 (out of which 21 are newly joined)
Girls : 118(out of which 15 are newly joined)
Total 283 students are in the hostel.
2. Before November 5th 2021, students must clear the Hostel fee due. (At Least 50% must clear, in case of extreme difficulty). Or else students must vacate the hostel.
3. Students must hand over the room keys to the warden once the semester is completed. After clearing due, keys must be handed over to students in the next semester.
4. No Day scholar is permitted to use the mess dining hall during lunch time. Wardens must supervise the process during lunch time. Separate place must be reserved for faculties during lunch time. Display should be made visible to all students.
5. Biometric monitoring must be implemented at the earliest. Instructed IT team to provide UPS facility to Biometric.
6. All the staff related to the hostel are informed to maintain discipline and the same should be brought among the student community.



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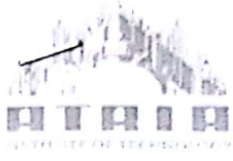
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5	Ms. Mary Juliana	Warden Girls Hostel	mary.j@atria.edu	+91 9740610591	

Principal
27.10.21
Principal

Atria Institute of Technology
Anandanagar, Bengaluru-24



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Anandanagar, Bengaluru – 560 024

Objective :	Hostel Committee		
Date :	01.10.2021	Location :	Board Room
Time :	11:30 AM	Meeting Type :	Hostel Committee Meeting - 2
Called By :	Principal	Signature :	

Minutes of Meeting

1. Students are permitted to stay in the hostel only after clearing hostel fees/ due. Wardens are informed to check thoroughly and complete the process before 9th October.
2. It is informed to complete the biometric of all students before 5th October 2021.
3. All the students who are staying in the hostel must take a warden signature with a fee receipt to complete the formalities.
4. New mess menu based on student interest will be finalized at the earliest.
5. Accommodation for parents will be discussed with the principal in the next meeting.
6. Discipline in the hostel is must and everyone should adhere to guidelines



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Principal
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