VEDAVYASA COLLEGE OF ARTS & SCIENCE
Approved by Govt. of Kerala, AICTE New Delhi & Affiliated to University of Calicut
Karadparamba (P.O), Ramanattukara Via, Malappuram Dt. 673633
www.vedavyasa.org vcas@vedavyasa.org

CONSTITUTION OF HOSTEL COMMITTEE

Academic Year 2026–2027

In accordance with the institutional requirements and applicable academic and regulatory guidelines, the Hostel Committee for the academic year 2026–2027 is constituted to monitor hostel facilities, promote student welfare, and recommend measures for the safe, hygienic, and effective functioning of the hostel.

Particulars	Details
Name of the Committee	Hostel Committee 2026–2027
Date of Constitution	08/07/2026
Responsibility of Members	To monitor hostel infrastructure, housekeeping, mess facilities, safety, and resident welfare, and to support a safe and comfortable residential environment.
Reporting Authority	Principal / Management

Composition of the Committee

Designation in Committee	Name	Institutional Designation
Hostel Warden	Ms. Megha	Assistant Professor, VVIT
Member	Ms. Surya C. S.	Assistant Professor, VCAS
Member	Ms. Abhirami S.	Assistant Professor, VCAS
Member	Rasly Rafi	Student Representative
Member	Sayyid Salman	Student Representative

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Principal
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COLLEGE OF ARTS & SCIENCE
Karad Paramba P.O Via Ramanattukara
18km from Calicut Railwaystation

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RESPONSIBILITIES OF THE HOSTEL COMMITTEE

Academic Year 2026–2027

1. Monitor day-to-day hostel matters, including infrastructure, housekeeping, safety, discipline, and student welfare.
2. Ensure proper maintenance of hostel rooms, common areas, sanitation, drinking-water facilities, electricity, and other essential amenities.
3. Review food quality, hygiene, nutrition, menu arrangements, and timely provision of meals; communicate concerns to the responsible management.
4. Identify maintenance and repair requirements and recommend appropriate improvements to the Principal/Management.
5. Receive and review hostel-related complaints and suggestions, maintain a record of action taken, and follow up on unresolved issues.
6. Promote a safe, respectful, inclusive, and disciplined residential environment for all hostel residents.
7. Coordinate with the hostel warden, administration, mess/canteen personnel, and student representatives on hostel-related matters.
8. Maintain records of inspections, complaints, maintenance requests, and committee decisions, and submit reports and recommendations to the Principal/Management.

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The committee shall review hostel facilities periodically and document recommendations and follow-up action for continuous improvement.

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DETAILS OF MEMBERS OF THE HOSTEL COMMITTEE

Academic Year 2026–2027

The following members have been nominated to serve on the Hostel Committee for the academic year 2026–2027.

Name	Designation / Affiliation	Role in Committee
Ms. Megha	Assistant Professor, VVIT	Hostel Warden
Ms. Surya C. S.	Assistant Professor, VCAS	Member
Ms. Abhirami S.	Assistant Professor, VCAS	Member
Rasly Rafi	Student	Student Representative
Sayyid Salman	Student	Student Representative

Scope of Work

The committee shall support the proper functioning of hostel facilities and act as a link between residents and the institution. It shall consider matters relating to accommodation, cleanliness, sanitation, food services, maintenance, safety, student concerns, and general residential welfare. Recommendations requiring administrative or financial approval shall be submitted to the Principal/Management.

Record Keeping and Follow-up

- Maintain a record of hostel inspections, complaints, recommendations, and action taken.
- Communicate urgent safety, health, or maintenance concerns to the appropriate authority without delay.
- Review pending issues during committee meetings and record the responsible person or office for follow-up.
- Submit relevant reports and recommendations to the Principal/Management as required.

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MINUTES OF THE HOSTEL COMMITTEE MEETING

Academic Year 2026–2027

Meeting particulars	Details
Date	08/08/2026
Time	10:00 AM
Venue	Hostel / Institution

Members present

Name of Member	Designation / Category
Ms. Megha	Hostel Warden, Assistant Professor, VVIT
Ms. Surya C. S.	Committee Member, Assistant Professor, VCAS
Ms. Abhirami S.	Committee Member, Assistant Professor, VCAS
Rasly Rafi	Student Representative
Sayyid Salman	Student Representative
Anudrass	Student Attendee
Mohammed Althawf	Student Attendee

The meeting was convened to review hostel facilities, resident welfare, maintenance requirements, and procedures for addressing hostel-related concerns. The following points summarize the matters considered and the proposed follow-up actions.

1. **Hostel facilities, cleanliness, and maintenance:** The committee discussed the condition of hostel rooms, washrooms, drinking-water facilities, electrical fittings, and common areas. Regular inspections and a clear cleanliness schedule were recommended. Maintenance issues should be recorded and referred to the appropriate authority for timely action.

2. **Mess facilities and food quality:** The importance of maintaining food quality, hygiene, and suitable menu arrangements was highlighted. Residents should be encouraged to share their feedback, and any concerns regarding meals or mess facilities should be communicated to the responsible staff for review and corrective action.

3. **Student welfare, grievances, safety, and discipline:** The committee emphasized the need to provide residents with a respectful way to raise complaints and suggestions. Hostel rules and safety procedures should be communicated clearly, concerns should be handled fairly and confidentially where appropriate, and urgent safety matters should be reported promptly to the authorities.

4. **Documentation and follow-up:** Inspection findings, complaints, maintenance requests, and actions taken should be documented for future reference. Matters requiring approval or

expenditure should be forwarded to the Principal/Management. Pending issues should be reviewed at the next committee meeting, and the date of the next meeting may be fixed by the committee.

Conclusion

The meeting concluded with an agreement in principle to work collaboratively for the improvement of hostel facilities and resident welfare. These minutes are a draft for institutional use; the attendance and resolutions should be verified and approved before the document is signed or submitted.



