



**SIDDARTHA INSTITUTE OF SCIENCE AND TECHNOLOGY: PUTTUR
(AUTONOMOUS)**

HOSTEL AND TRANSPORTATION COMMITTEE

Functions & Responsibilities:

1. To allocate rooms to the applicants and to ensure the required furniture in each room.
2. To prepare the mess menu, supervise its implementation and take decisions from time-to-time with regard to alterations.
3. To check frequently the quality of food supplied to the hostellers and take remedial steps.
4. To monitor the cleanliness of rooms, kitchen, dining hall, corridors and toilets.
5. To make frequent surprise visits to assess the security arrangements and to maintain the discipline
6. Maintains buses, Provides bus schedules and takes all the necessary logistics of transport
7. Arranges special buses for students writing exams at other centers
8. Arranging buses for local industrial visits
9. Collection of transport fee from students.
10. Ensures all the buses arrive in time.

Composition of the Committee

1. Principal.
2. Faculty coordinator
3. Warden
4. Transport incharge
5. Canteen incharge
6. Students (4-6 members)