



AKTU 648

**BSSITM**

BTE 2289

**BABU SUNDER SINGH INSTITUTE OF TECHNOLOGY & MANAGEMENT**

(Approved By AICTE, Govt. of India & Affiliated to AKTU, BTE Lucknow)  
NH-24B, Raebarely Road, Nigohan, Lucknow (U.P.) - 226302  
Tel. : +91 7897462222, 7897472222, www.bssitm.com, Email : info@bssitm.com

## NOTICE

All the members of the Hostel and Canteen Management Committee (HCMC), Dean Academic Affairs, Dean Pharmacy, Director, and Director General are requested to kindly be present in the Conference Hall on 22 June 2026 at 11:15 AM for a meeting to discuss the following matters:

1. Evacuation of hostel rooms during the semester break of Even Semester 2025-26.
2. Revision and updation of the Hostel Allotment Request Form.
3. Renovation and repair of inmates' rooms, mess, dinning & cooking area, common room, corridors, toilet & bathrooms and other mechanical, electrical, plumbing (MEP) related work.

Your punctual presence in the meeting will be highly appreciated.

Member Secretary, HCMC

**Office of Dean Studetns' Welfare  
BSSITM, Nigohan, Lucknow (U.P.)**

BSSITM/DSW/2025-26/HCMC - 125

Date: 22/06/2026

Copy forwarded for information, necessary action and records:

- Hon'ble Chairman for kind information
- Hon'ble Chairperson for kind information
- Director General BSSGI
- Director
- Dean Academic Affairs
- Dean (Pharmacy)
- All members of Hostel and Canteen Management Committee (HCMC)
- Registrar
- Guard File

Member Secretary, HCMC



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Ref. No:

Date: 22-6-26.....

Attendance

Attendance of meeting Held for updatation of hostel registration form.  
and Repairing & Renovation of Hostel.

S.NO.	NAME OF FACULTY	DEPARTMENT	SIGNATURE
1	Prof. D. K. Singh	Director General	<u>DK Singh</u> 22/6/26
2	Prof. Dr. R. S. Mishra	Director	<u>R S Mishra</u> 22/6/26
3	Raj Kumar	Member	<u>Raj Kumar</u> 22/06/26
4	Amit Kumar Srivastava	Member	<u>Amit Kumar Srivastava</u> 22/6/26
5	Er. Vishwajit	Convener	<u>Vishwajit</u> 22/6/26
6	Dr. Amit K. Singh	Dean Acad. Affairs	<u>Amit K Singh</u> 22/6/26
7	Er. Hira Singh Yadav	HOD (CSE)	<u>Hira Singh Yadav</u> 22/6/26
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BABU SUNDER  
SINGH INSTITUTE  
OF  
TECHNOLOGY  
&  
MANAGEMENT



GPS Map Camera



**Bhagwan Pur, Uttar Pradesh, India**



H23w+jhq, Bhagwan Pur, Uttar Pradesh 226302, India

Lat 26.553944° Long 81.04645°

Monday, 22/06/2026 11:36 AM GMT +05:30

## Minutes of Meeting

The meeting of the Hostel and Canteen Management Committee (HCMC) was held on 22-06-2026 at 11:15 AM in the Conference Hall to discuss the following points:

1. Evacuation hostel rooms during the semester break of Even Semester 2025–26.
2. Revision and updation of the Hostel Allotment Request Form.
3. Renovation and repair of inmates' rooms, mess, dinning & cooking area, common room, corridors, toilet & bathrooms and other mechanical, electrical, plumbing (MEP) related work.

Following officials were present in the meeting:

S. No.	Name	S. No.	Name
1	Prof. (Dr.) K.K. Singh, Director General, Special Invitee	5	Mr. Amit Kumar Singh (Warden, Vivekanand Boys' Hostel)
2	Prof. (Dr.) R.S. Mishra, Director, Special Invitee	6	Mr. Raj Kumar, Member
3	Dr. Amit Kumar Srivastava, DAA, Special Invitee	7	Er. Hira Singh Yadav, Member Secretary
4	Er. Vishavjeet, Dean Students' Welfare&Convener		

The following agenda items were discussed and the decisions taken are recorded as under:

### **Point No. 1: Evacuation of Hostel Rooms during Semester Break**

The committee deliberated on the evacuation of hostel rooms during the semester break of Even Semester 2025–26. It was decided that all students shall vacate their allotted rooms before the commencement of the semester break, except those permitted by the competent authority under special circumstances. The Hostel Administration shall issue a detailed notice regarding the schedule and procedure for evacuation.

### **Point No. 2: Revision and Updation of Hostel Allotment Request Form**

As per the instruction from competent authority, existing Hostel Allotment Request Form was reviewed and revised to incorporate updated student information requirements, undertakings, and hostel rules to facilitate efficient hostel administration. The revised format (Enclosed) shall be implemented from the forthcoming academic session (2026-27).


### **Point No. 3: Renovation and Repair of Inmates' Rooms**

The committee reviewed the condition of hostel rooms and identified the need for repair, refurbishment and renovation works, including painting, electrical maintenance, repair/replacement of fans, furniture, doors and other essential fixtures. It was resolved that the required maintenance work shall be undertaken and completed during the semester break to ensure better residential facilities for students.

Further, the Committee noted that the proposed repair and maintenance works are required to be carried out during the period when academic activities remain suspended and the students have returned to their respective native places and/or training locations during the semester break.

The Committee also observed that the hostel kitchen, food storage area, and dining hall are proposed to undergo repair, renovation, and painting works. Such activities cannot be effectively undertaken while the mess remains operational. Therefore, after due deliberation, it was resolved that the hostel mess facility shall remain suspended during the maintenance and renovation period and shall be resumed only upon the satisfactory completion of the repair and maintenance works.

The meeting concluded with a vote of thanks to the Chair.

  
Member Secretary, HCMC

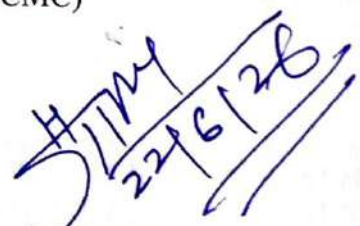
**Office of Dean Students' Welfare  
BSSITM, Nigohan, Lucknow (U.P.)**

BSSITM/DSW/2025-26/HCMC - 126

Date: 22/06/2026

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- Director General BSSGI
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- Dean Academic Affairs
- Dean (Pharmacy)
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- Registrar
- Guard File

  
Member Secretary, HCMC



# BABU SUNDER SINGH GROUP OF INSTITUTIONS



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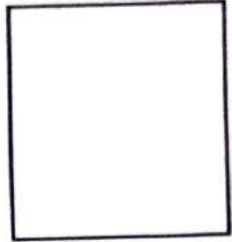
## VIVEKANAND BOYS/SARASWATI GIRLS HOSTEL ALLOTMENT REQUEST FORM: 20....-20...

Allotted Room No.: ..... (To be allotted by the office) Date: .....

Inmate's Name & Mobile No: .....

Father's Name & Mobile No: .....

Course: .....Branch: .....Year: .....Semester: .....



Local Guardian Name & Address	Permanent Address
.....	.....
.....	.....
PIN: .....Contact No.:.....	PIN: .....Contact No.:.....

S. No.	NAME OF ARTICLE	CHECKED AND RECEIVED STATUS	STUDENT SIGNATURE WITH DATE	RETURN STATUS	DAMAGE CHARGES (IF APPLICABLE)	WARDEN SIGNATURE WITH DATE
1	ALMIRAH					
2	TABLE					
3	CHAIR					
4	BED					
5	FAN					
6	LED					
7	WINDOW GLASS					
8	CURTAIN WITH BRACKET & PIPE					
9	WALL AND FLOOR					
9	OTHER					
I want to continue my hostel facility in next year also.			YES [ ]	NO [ ]		

Student's Signature

Hostel is recommended/Not Recommended for next Session on the basis of conduct and behavior of resident.

(Warden)

(Chief Warden)

(DSW)

(Chief Proctor)

### Undertaking (to be signed by the STUDENT)

- I have read all the rules of the hostel and shall abide by them in letter and spirit. I shall also abide by the rules modified or framed in future and be never indulge myself directly or indirectly in any type of ragging activity.
- I will not get involved in any Union/Group/Forum formation in Hostel/Institute to challenge the college authority and not involve in any confrontation/fight/quarrel/indiscipline activity in the hostel and the institute.
- I shall pay the Accommodation charges, Mess Bill and other charges as per the specified dates. If I fail to do so, I will abide by the rules and regulations about penalty and will follow all the directions given time to time by Hostel authority during my stay in hostel.
- I understand that the decision of the Hostel administration in any of the above matters/issues will be binding on me and shall fully respect the same and this undertaking abides me for my entire stay in Hostel.

Date:

Signature of Student