
	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/D/036B Revision: 00	DoI: 21/01/2019	
Internal Correspondence			

Standard Operating Procedures (SOPs) for a Hostel Committee

The Standard Operating Procedures (SOPs) for a Hostel Committee ensure clear guidelines for the management and smooth operation of the hostel. Below are key components that typically make up the SOPs:

1. Formation of the Hostel Committee

- **Selection Process:** Outline the criteria for selecting committee members, whether through appointments.
- **Composition:** Define the structure of the committee
- **Term of Service:** State the duration of service for committee members.

2. Hostel Maintenance SOP



- **Reporting Issues:** Define a system for residents to report maintenance problems (e.g., online portal, suggestion box).
- **Response Time:** Set time frames for addressing issues such as plumbing, electrical problems, or broken furniture.
- **Routine Inspections:** Regular inspections of hostel premises (weekly/monthly) to ensure cleanliness and functionality.

3. Safety and Security SOP

- **Emergency Protocols:** Define evacuation procedures in case of fire, natural disasters, or other emergencies.
- **Security Checks:** Ensure that residents and guests adhere to security protocols, such as signing in at the entrance.
- **Visitor Policy:** Outline the rules regarding visitor access and curfew timings for hostel residents.

4. Rules and Regulations SOP

- **Hostel Timings:** Clear guidelines on curfew times, timings for common room use, and meal schedules.
- **Prohibited Activities:** Outline restrictions on smoking, drinking, loud noise, and disruptive behavior within the hostel.
- **Code of Conduct:** Expectations for resident behavior and respect for shared spaces.

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- **Violation Handling:** Steps for addressing violations of rules, from warnings to penalties or expulsion.

5. Grievance Redressal SOP

- **Grievance Submission:** Define a clear process for residents to submit complaints or feedback (e.g., online forms, meetings with committee members).
- **Response Time:** Set timelines for addressing grievances and ensuring proper follow-up.
- **Appeal Process:** If residents are dissatisfied with a resolution, they can appeal to higher authorities or the institution.

6. Event Organization SOP



- **Planning:** Event coordinators should propose a plan (budget, theme, schedule) for social, cultural, or recreational activities.
- **Approval:** The plan must be approved by the president/committee and, if necessary, by the institution's authorities.
- **Execution:** Ensure that logistics, such as venue, equipment, and permissions, are arranged beforehand.
- **Post-Event Review:** Feedback on events should be collected to improve future activities.

7. Meeting SOP

- **Frequency:** Define how often the committee should meet.
- **Agenda:** Meetings should have a pre-set agenda, shared with all members beforehand.
- **Minutes of Meeting:** Minutes should be recorded by the secretary and shared with the hostel authorities for review and transparency.

8. Disciplinary Procedures SOP

- **Reporting Misconduct:** Define how residents or staff can report violations of hostel rules.
- **Investigation:** The committee should conduct a fair investigation into the matter.
- **Disciplinary Action:** Depending on the severity of the violation, disciplinary actions may include warnings, fines, or expulsion from the hostel.
- **Appeals:** Allow residents to appeal disciplinary decisions within a defined period.

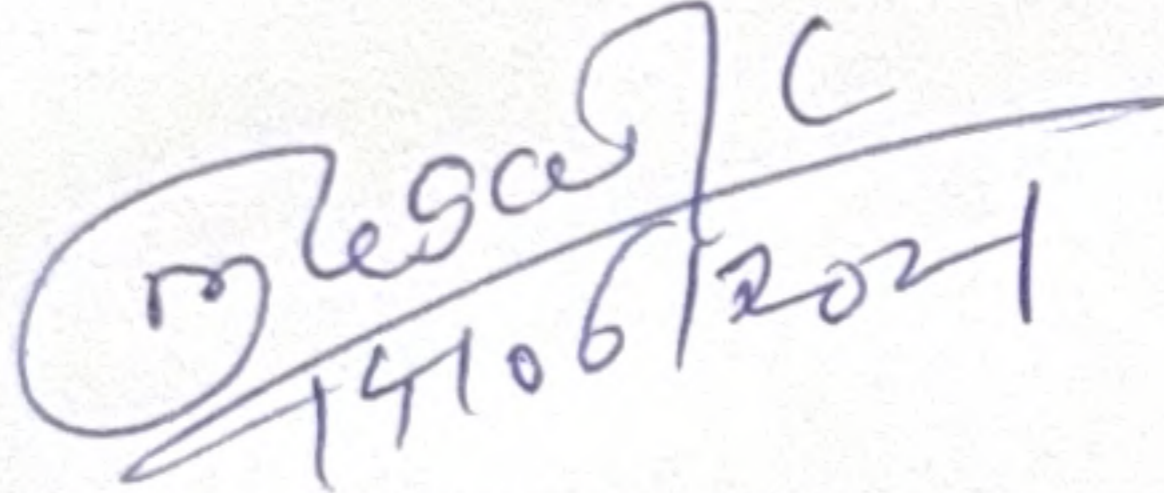
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9. Sustainability and Hygiene SOP

- **Waste Management:** Encourage residents to segregate waste and dispose of it responsibly.
- **Water and Electricity Usage:** Set guidelines to minimize wastage of water and electricity.
- **Cleanliness Drives:** Organize regular drives to ensure hostel premises are clean and hygienic.

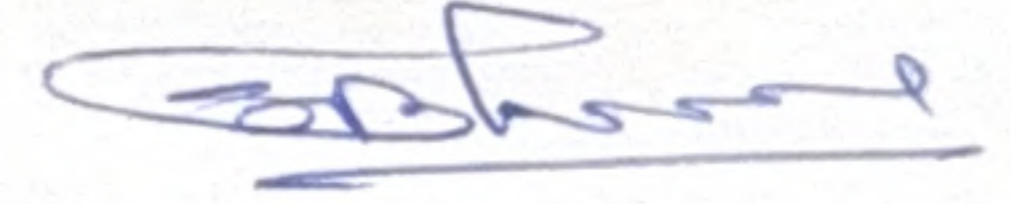
Thanking You,

Date:14/06/2021



Hostel Committee Coordinator





Principal, APCOER-09