



# SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

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## HOSTEL COMMITTEE

### STANDARD OPERATING PROCEDURE

#### 1. Objective

The Hostel Committee SOP aims to establish clear guidelines and procedures to ensure the smooth operation, safety, and well-being of students residing in the hostel facilities of the medical college.

#### 2. Composition of the Hostel Committee

The Hostel Committee comprises of representatives responsible for overseeing student affairs, maintenance, security, and student representatives, ensuring comprehensive oversight.

Members may include:

- Facility Manager or Coordinator
- Representatives from different departments
- Security staff

#### Committee Members:

S.No.	Name	Designation	Position Held
1.	Dr. Jayanthi. R	Dean	Chair Person
2.	Dr. M. Rajesh	Professor	Co-Ordinator/ Hostel Warden Representative-Male
3.	Dr. Selvakumar. J	Professor	Hostel Warden Representative-Male
4.	Dr. Supadevi	Associate Professor	Hostel Warden Representative-Female
5.	Dr. M. Shamini	Senior Resident	Hostel Warden Representative-Female
6.	Mr. Vetriselvan	Hostel supervisor -Male	Member
7.	Mrs. Santhi R	Hostel supervisor - Female	Member
8.	Mrs. Gunalakshmi	Hostel supervisor - Female	Member
9.	Mr. Ahamed Suhail N S	Student representative-Male	Member
10.	Ms. Dharshini N	Student representative- Female	Member



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### 3. Roles and Responsibilities

#### 3.1 Chairperson of the Hostel Committee

Provide leadership and direction to the Hostel Committee.

Represent the committee in discussions with college administration.

Oversees the committee, coordinates meetings, and ensure adherence to established protocols and timelines.

#### 3.2 Co-Ordinator and members

Ensure safety and security for the hostel residents.

Implementation anti-ragging measures.

Addresses student concerns, grievances, and welfare issues, providing support and resources as needed to promote a conducive living environment.

### 4. Workflow

a. Accommodation allocation: Rooms are allocated to students based on predefined criteria and availability, with periodic review and adjustments.

b. Regular inspections: Scheduled inspections are conducted to assess the condition of hostel facilities and identify maintenance or hygiene issues.

c. Incident Reporting: Residents are encouraged to report any incidents, concerns, or maintenance requests to the hostel committee for prompt action.

d. Emergency Response: Emergency response protocols are established and communicated to residents, with regular drills conducted to ensure preparedness.

### 5. Functions

- The committee shall create a positive ambience in hostels.
- Manages hostel room allocation, inspections, and maintenance schedules, ensure cleanliness, comfort, and compliance with safety standards.
- Oversees hygiene standards, sanitation facilities, and health-related services within the hostel premises, co-ordinating with medical staff if necessary.
- Enforces hostel rules and regulations, communicating them clearly to residents and taking appropriate actions in case of violations.



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- Facilitates the grievance redressal of students and communicates the same to the concerned authorities.
- Promoting team spirit and co-operation amongst the students by creating healthy competition.
- To arrange for a better platform where they can exhibit their skills.
- Proper maintenance of hostel and mess and to have a check on quality of food.

## 6. Meeting schedule:

The committee meets yearly twice and as and when required to review hostel operations, address concerns and plan initiatives.

## 7. Documentation

All decisions, actions, and communications are documented for references and further effective modification of the website.

## 8. Review and Revision

The SOP is reviewed periodically to ensure relevance and effectiveness, with updates made as necessary based on evolving needs and best practices.

## 9. Approval:

The SOP is approved by the by the Dean before implementation.

## 10. Enforcement:

Adherence to the SOP is mandatory for all members.

  
IQAC COORDINATOR

  
DEAN DEAN  
SRI MUTHUKUMARAN MEDICAL COLLEGE  
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