

ADITYA COLLEGE OF PHARMACY

(Affiliated to JNTUK, Approved by AICTE)

(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph.9949876664)

Website:www.acop.edu.in, Email:office@acop.edu.in

HOSTEL COMMITTEE

STANDARD OPERATING PROCEDURE (SOP)

ACADEMIC YEAR (2018-2019)

Standard operating procedure of hostel committee is formulated with reference to the notice dated

1. Hostel committee will be reconstituted when the members move out of the institute.
2. SOP will be prepared for the hostel committee when there are changes noted or required.
3. Circular will be issued to all the members of the hostel committee regarding the meetings specifying the venue, date and time.
4. Hostel committee members shall visit and check the hostel (Boys or Girls) and respective mess at regular intervals.
5. Hostel committee members shall conduct the meeting with hostel (Boys or Girls) students and have detailed discussion regarding their accommodation and facilities in the hostel.
6. In case of any serious drawback, the issue is brought to the notice of chairman of hostel committee and necessary steps will be taken accordingly.
7. Hostel committee has to decide the vacancy list of rooms in the hostel before the commencement of the academic year.
8. Hostel rooms will be allotted to students depending on the available vacancy and on first come first serve policy.
9. Attendance of hostel students shall be reviewed and accordingly necessary recommendations will be suggested.
10. Regular meetings shall be conducted with the committee members and if any untoward actions or events are found, the same will be reported to chairman of the committee and action will be initiated.


Convener


Principal