ज्ञानं सविज्ञानम्
DPES
Dhole Patil Education Society

DHOLE PATIL COLLEGE OF PHYSIOTHERAPY

Approved by Govt. of Maharashtra,
Affiliated to Maharashtra University of Health Science, (MUHS) Nashik

Campus - Near EON IT Park, Kharadi, Dhole Patil College Road, Wagholi,Pune - 412207., India. Tel. : +91-20-66059900 Email : dholepatilphysiotherapy@gmail.com Web. : www.dpcop.in

Ref. No.: DPCOP/AT/Hostel Committee/2023-24/471

Date : 19/01/2024

Dhole Patil College of Physiotherapy Hostel Committee - Standard Operating Procedure

Objective:

To establish guidelines for the effective functioning of the Hostel Committee, ensuring a safe, secure, and conductive living environment for students within the physiotherapy college hostel.

Committee Composition:

The Physiotherapy College Hostel Committee will consist of the following members:

Sr.No	Committee Members	Designation
1	Mr. Sagar U. Dhole Patil (Hon. Chairman)	Chair Person
2	Mr. Denies Selvam - Warden	Co- Chair Person
3	Mrs. Madhavi Repal PT	Member- Admin
4	Dr. Ankita Shukla PT	Coordinator
5	Dr. Anuraddha Iyer	External Facilitator
6	Dr. N. Gunasekaran PT	Principal Secretary
7	Dr. Akshay Khatavkar PT	Member- Student welfare
8	Ms. Rutika Sheguri	Final year Co-ordinator
9	Ms. Vishal Gupta	Final year Co-ordinator
10	Ms. Vijeta Pind	III Year Co-ordinator
11	Ms. Lokesh Padalkar	III Year Co-ordinator
12	Ms. Shradhha Deshmukh	II Year Co- ordinator
13	Mr. Smith More	II Year Co- ordinator
14	Mr. Alkesh Wadhe	I Year Co- ordinator
15	Ms. Aditi Waware	I Year Co- ordinator

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Roles and Responsibilities:

Hostel Warden (Co- Chairperson):

Preside over committee meetings and ensure the effective functioning of the hostel.

Oversee the overall management of the hostel and the implementation of hostel policies.

Assist the Hostel Warden in day-to-day operations.

Administrative Officer:

Act as a liaison between the committee and the college administration.

Handle administrative tasks related to hostel admissions, records, and communication.

Senior Faculty Member:

Represent the academic perspective in hostel-related matters.

Assist in addressing academic concerns of hostel residents.

Oversee daily operations, including room allocation, cleanliness, and maintenance.

Address and resolve issues raised by hostel residents.

Monitor access control and implement security measures.

Student Representatives:

Act as a liaison between the committee and hostel residents.

Gather and represent the concerns and feedback of students.

Convey maintenance-related concerns and requirements to the committee.

Coordinate with maintenance staff to ensure timely repairs and upkeep.

Admission and Allocation by the warden:

Develop and implement a transparent hostel admission process.

Ensure fair and equitable room allocation to students.

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Hostel Rules and Regulations:

Establish and communicate clear rules and regulations for hostel residents.

Enforce disciplinary actions for violations, if necessary.

Emergency Preparedness:

Develop and communicate emergency evacuation plans to hostel residents.

Conduct periodic drills to ensure readiness in case of emergencies.

Health and Hygiene:

Implement regular cleanliness inspections.

Promote and enforce hygiene standards within the hostel premises.

Feedback Mechanism:

Establish a feedback mechanism for hostel residents.

Address and resolve complaints or concerns in a timely manner.

Crisis Management:

Develop a crisis management plan for situations such as natural disasters or public health emergencies.

Communicate emergency procedures to hostel residents.

Social and Recreational Activities:

Organize social and recreational activities for hostel residents.

Foster a sense of community within the hostel.

Review and Reporting:

Periodically review hostel operations and policies.

Submit reports to the college administration highlighting the activities and outcomes of the committee.

Effective Date:

This Standard Operating Procedure comes into effect on 01/01/2024.

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