

**MIRAJ MEDICAL CENTRE
COLLEGE OF PHYSIOTHERAPY
WANLESS HOSPITAL, MIRAJ – 416 410**

**HOSTEL COMMITTEE AND THEIR STANDARD OPERATING
PROCEDURE (SOP)**

1. Hostel Rules and Regulations

- i. Rules to be displayed on the hostel Notice Board also.
- ii. Duplicate keys will only be made on application received from students by the Hostel Warden/s.
- iii. Complaint form/Register to be provided to students by the Hostel Warden/s.
- iv. Any cleanliness matter is to be brought in the notice of the Hostel Warden/s.
- v. Mess to be informed about non-availability of students.
- vi. Food is only to be served in the room after depositing Identity card in case of illness.
- vii. Hostel Main Gate is to be closed at 07.30 pm. No student is allowed to enter after 07.30 pm.
- viii. Inspection to be done by Hostel Committee.
- ix. Suggestion Form is to be provided by the Hostel Warden/s.
- x. Suggestion Box provided in the hostel to be opened every 15 days by the Hostel Warden/s in the presence of the competent authority of the Institute i.e. Director General/Director/Dean (A) and the Student representative.

2. Admission Process

- i. Provisional admission will be given in the hostel based on academic performance in the previous examination
- ii. Students should apply one month before the last working day of previous examination for hostel accommodation.
- iii. Application form with attached one stamp size and one passport size photograph will be submitted to the Campus Administrator or Warden for hostel accommodation.
- iv. Admission form for hostel accommodation has to be endorsed by the competent authority of the Institute.
- v. Admission in the hostel will be provisional subject to Allowed to Keep Term (ATKT) Rule.

3. Issues Related to Parents/ Relatives/Visitors

- i. Parents/Guardians should give an undertaking to cooperate with the Hostel authorities and should be available on call as and when required and disclose all contact details.

- ii. Parents/Visitors are advised not to insist on entry beyond the designated area or visiting room as it shall disturb other students.

4. Use of Electronic/Electric items

- i. Fixtures: Students shall NOT bring any extra furniture or other fixtures in the room. All furniture and fixtures in the rooms allotted to students shall be cared for properly. Students shall be required to pay double the original cost of any item found missing from their room. Students shall also be required to pay twice the charges of repair to items that are found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.
- ii. Interchange of Furniture/Fixture: Students shall not interchange any furniture/ fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities shall be expelled from the hostel.
- iii. Assets in Common Areas/Corridors: Theft/damages to hostel assets in common areas/corridors shall be recovered from all students of the flank/ wing. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries shall be made from all the occupants of the hostel.

5. Celebration of Birthdays

- i. It shall be with prior written permission of the Hostel Warden/s or of any Higher Authorities of the Institute such as Director General/Director/Dean (A).
- ii. It shall be held in a common place for one to two hours i.e. between 6.00 pm to 8.00 pm only.
- iii. There shall not be any kind of physical discomfort.
- iv. No outside guest will be allowed.
- v. Violation of the rule shall be penalized.

6. Attendance of Students in Hostel

- i. Attendance of the students in the hostel will be taken strictly between 8.00 pm to 9.00 pm during dinner.
- ii. Any student if found absent in his allotted room during attendance time will be fined as per rules.

7. Personal Vehicles of Students in Hostel

Hostellers are hereby advised not to bring any kind of vehicle in the Institute premises. If they need to keep a vehicle in the hostel then they have to pay annual parking fee in advance as mentioned below:

Two-Wheeler : Rs. 3000/- Annually

Four Wheeler : Rs. 6000/- Annually

Such students will be issued a parking sticker for their vehicles and they will have to park them at the designated space/place

HOSTEL COMMITTEE FOR GIRLS:

SR.NO.	NAME	DESIGNATION
1	Mrs. B.S Awale	President
2	Mrs S.M Satwekar	Vice President
3	Mrs. M.V Chopade	Advisor
4	Mrs.Varsha.V. Chopade	Assistant Advisor
5	Mrs.Kanta Pandhare	Warden
6	Mrs.Verna.R.Prabhakar	Member
7	Mrs.Pooja Mahapure	Member
8	Miss. Harshada Patil	Physiotherapy Incharge
9	Miss.Chenessa Misquitta	Student
10	Miss.Raymol Dagani	Student
11	Miss Salomi Thokal	Student
12	Miss.Snehal More	Student
13	Miss Denim Sawant	Student
14	Miss.Bhakti Bhalerao	Student

HOSTEL COMMITTEE FOR BOYS:

SR.NO.	NAME	DESIGNATION
1	Mr.Aalan Mohite	Hostel Supervisor
2	Mr Samson Kamble	Hostel Supervisor
3	Mr Ajit Hasurkar	Rector
4	Dr.Akshay Chougule(PT)	Physiotherapy Incharge
5	Mr.Omkar Ghorpade	Student