



SREE GOKULAM MEDICAL COLLEGE & RESEARCH FOUNDATION

(A UNIT OF FOUNDATION OF NON-RESIDENT INDIANS)

Recognized by National Medical Commission & Affiliated to KUHS

Accredited by NABH



SGMCRF/C1/Mens Hostel Committee/2012

19/09/2024

PROCEEDINGS OF THE PRINCIPAL

Sub: Mens Hostel Committee Re- Constituted -reg

The Mens Hostel Committee of the college is re - constituted with the following members w. e.f 17/09/2024

- | | |
|-------------------------------------------------------------------------------|------------------|
| 1) Dr. Benny P V
Prof & HOD of Community Medicine,
Warden, Men's Hostel | Chairperson |
| 2) Mr. Liju Mathew
Hostel Manager | Convener |
| 3) Dr. Rajesh Vijayan, Deputy Medical Superintendent | Member |
| 4) Dr. Jarlin John, Asso. Professor
Dept. of General Medicine | Member |
| 5) Dr. Nirmal George, Professor
Dept. of Pharmacology | Member |
| 6) Mr. Anjay T Ajith (2021 Batch) | Hostel Secretary |



PRINCIPAL

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Sree Gokulam Medical College & Research Foundation

Men's Hostel Committee

A. Statement of Purpose:

The Men's Hostel Committee of Sree Gokulam Medical College is established to ensure the smooth functioning, welfare, and discipline of the men's hostel. This committee is intended to maintaining a safe, comfortable, and conducive living environment for the residents of Sree Gokulam Medical College Men's Hostel. All committee members are expected to adhere to these guidelines for effective committee functioning. This SOP outlines the roles, responsibilities, and procedures to be followed by the committee members.

B. Committee Composition:

1. Warden, Men's Hostel	Chairperson
2. Hostel Manager	Convener
3. Male Faculty - 1	Member
4. Male Faculty - 2	Member
5. Male Faculty - 3	Member
6. Hostel Secretary (Male) of Student Union	Member

C. Roles and Responsibilities:

a. Chairman:

1. Provide overall guidance and leadership to the committee.
2. Ensure the committee operates within the guidelines set by the college administration.
3. Mediate and resolve any disputes within the committee.

b. Convener:

1. Coordinate and schedule committee meetings.
2. Maintain accurate records of hostel occupancy, incidents, and resolutions.
3. Prepare and distribute the agenda for each meeting.
4. Ensure that decisions and actions are documented and communicated.
5. Manage day-to-day hostel operations and address resident concerns.

c. Member 1:

1. Represent the hostel administration in the committee.
2. Provide insights into hostel infrastructure and facilities.
3. Collaborate with the committee to address concerns related to hostel management.

d. Member 2:

1. Advise on medical and health-related matters affecting hostel residents.
2. Conduct periodic health and hygiene inspections in collaboration with the college medical team.
3. Organize health awareness programs for hostel residents.

e. Member 3:

1. Establish a systematic and proactive approach to monitor and address drug abuse within the hostel premises, ensuring the safety, well-being, and discipline of the residents.
2. Conduct surprise inspections of hostel rooms and common areas to identify any signs of drug abuse.
3. Inspections will be carried out by a designated team comprising committee members, security personnel, and hostel staff.
4. Establish a confidential reporting system for residents to report suspicions or concerns related to drug abuse.
5. Ensure that residents feel secure and protected when reporting such incidents.
6. Organize periodic awareness programs on the consequences of drug abuse
7. Collaborate with the medical team to ensure the well-being of residents.

f. Member (Hostel Secretary):

1. Act as a liaison between the committee and hostel residents.
2. Coordinate all hostel affairs with students

D. Meeting Procedures:

- a. The committee will meet at least once a month or as required.
- b. Minutes of each meeting will be documented, and actions assigned with deadlines.
- c. Emergency meetings can be called by the Chairman or Convener if immediate attention is needed.

E. Communication:

- a. The committee will maintain open communication channels with hostel residents.
- b. Residents can raise concerns or suggestions through a designated channel provided by the committee.
- c. Important announcements and decisions will be communicated through notice boards and other appropriate means.

F. Discipline and Grievance Handling:

I. Establishment and Enforcement of Rules:

- a. The Men's Hostel Committee acknowledges the importance of maintaining a structured and conducive living environment for hostel residents. To achieve this, the committee will collaboratively establish clear and comprehensive rules and regulations governing the conduct and responsibilities of the residents.
- b. The rules will cover aspects such as quiet hours, visitation policies, cleanliness standards, and any other pertinent matters that contribute to the well-being and harmony of the hostel community.
- c. The committee will ensure effective communication of these rules to all residents through orientation sessions, written documents, and conspicuous display in common areas.

II. Grievance Handling

- a. The committee is committed to fostering an atmosphere of open communication and trust among hostel residents. In the event of grievances, a systematic and fair procedure will be in place for residents to address their concerns.
- b. Residents are encouraged to submit their grievances in writing to the Hostel Secretary or through a designated online portal. Grievances will be treated confidentially to protect the privacy and well-being of all parties involved.

- c. The committee will ensure timely acknowledgment of grievances and initiate a thorough investigation process. During this phase, the individuals involved will be provided with an opportunity to present their perspectives.

III. Conflict Resolution

- a. Emphasis will be placed on resolving grievances through mediation and dialogue, promoting a harmonious hostel community.
- b. Mediation sessions may involve a neutral third party, and all efforts will be made to reach an amicable resolution that addresses the concerns of all parties involved.

IV. Reporting of Serious Disciplinary Issues

- a. Recognizing that some issues may require the intervention of higher authorities, the committee is committed to promptly reporting serious disciplinary matters to the college authorities.
- b. Serious disciplinary issues may include but are not limited to instances of drug abuse, violence, theft, or any behaviour that poses a threat to the safety and well-being of hostel residents.
- c. The committee will maintain transparent communication with college authorities, providing detailed reports on the nature of the incident, the actions taken at the hostel level, and any recommendations for further intervention.

V. Collaboration with College Authorities

- a. The committee will work closely with college authorities to address serious disciplinary matters. This collaboration may involve joint investigations, consultations with college counsellors, and the implementation of appropriate sanctions or interventions as deemed necessary.
- b. The goal is to ensure a consistent and fair approach to disciplinary matters, promoting a sense of accountability and responsibility among hostel residents.

G. Review and Amendments:

The SOP will be reviewed annually or as needed to ensure its relevance. Amendments can be proposed by any committee member and will be discussed and approved collectively.