

# SHRI DHANWANTRY AYURVEDIC COLLEGE & HOSPITAL

Run By : SHRI DHANWANTRY EDUCATIONAL SOCIETY (REGD.)

SECTOR 46-B, CHANDIGARH

College : 0172-2631021, 5046200 Hospital 0172-5046000, 7710778822

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Affiliated with Shri Krishna AYUSH University Kurukshetra (Hry.)

## Hostel Monitoring Committee Notification & SOP

List of Institutional Committees w.e.f. 27/02/2026

Members of Hostel Monitoring Committee		
Sr. No.	Designation	Name
1	Chairperson	Pandit Sudarshan Shastri
2	Secretary for Boys Hostel	Dr. Ranjan Kumar Jha
3	Secretary for Girls Hostel	Dr. Amrit Malik
4	Member	Dr. Sapna Kaushish
5	Member	Dr. Rijin Mohan
6	Member	Dr. Meha Sharma (P.O.C.)
7	Member	Dr. Nazneen A Salam
8	Member	Dr. Priyanka Choudhary
9	Member	Dr. Avtar Singh Chauhan

## STANDARD OPERATING PROCEDURE (SOP)

### 1. Document Control

Parameter	Details
SOP Title	Hostel Monitoring Committee SOP
Applicable To	All Students (UG, Interns, PG) residing in Hostel
Effective Date	27/02/2026
Review of SOP	Annually
Approved By	Chairperson

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## 2. Purpose

The purpose of this SOP is to ensure that the living conditions, safety, and discipline in the hostels meet the standards of SDACH and to bridge the gap between students, the external hostel management, and the college.

## 3. Scope

This SOP applies to:

- All students residing in hostels under the current MoU.
- The Hostel Monitoring Committee members.
- **Faculty Mentors** of residential students.
- External hostel wardens and management staff.

## 4. Committee Constitution

The Hostel Monitoring Committee is responsible for overseeing the welfare of residential students.

Sr. No.	Name	Designation / Role
1	Pandit Sudarshan Shastri	Chairperson
2	Dr. Ranjan Kumar Jha	Secretary – Boys Hostel
3	Dr. Amrit Malik	Secretary – Girls Hostel
4	Dr. Sapna Kaushish	Member
5	Dr. Rijin Mohan	Member
6	Dr. Meha Sharma (P.O.C.)	Member
7	Dr. Nazneen A Salam	Member
8	Dr. Priyanka Choudhary	Member
9	Dr. Avtar Singh Chauhan	Member



#### 5. Responsibilities of the Committee

1. **Compliance Audit:** Ensure the external hostel complies with the terms mentioned in the MoU (Security, Hygiene, Mess quality).
2. **Liaison:** Act as the primary link between SDACH and the host institution's management.
3. **Safety & Anti-Ragging:** Collaborate with the Anti-Ragging Squad to monitor activities within the MoU hostel premises.
4. **Mentor Integration:** Receive regular updates from Faculty Mentors regarding the residential well-being of their Mentees.
5. **Grievance Redressal:** Address complaints regarding facilities, food, or interpersonal conflicts in the hostel.

#### 6. Monitoring & Inspection Procedure

- **Visits:** At least two members of the committee shall conduct Hostel visit quarterly.
- **Standard Checklist:** Inspections will cover room hygiene, functional washrooms, drinking water availability, and CCTV functionality.

7. **Leave Coordination:** Any student seeking extended leave from the hostel must keep their Hostel Secretary informed to ensure academic continuity.

#### 8. Grievance Reporting Mechanism

1. **Level 1:** Student reports to the Hostel Warden.
2. **Level 2:** Student informs the members of Hostel Monitoring Committee.
3. **Level 3:** The Student submits a formal complaint to the Secretary of the Hostel Monitoring Committee.
4. **Level 4:** The Committee Chairperson takes up the matter with the Management of the MoU institution.

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## 9. Record Maintenance

The following records shall be maintained by the Hostel Monitoring Committee:

- Copy of the valid MoU.
- Hostel Inspection Register.
- Action Taken Reports (ATR) on hostel grievances.

## 10. Conclusion

The Hostel Monitoring Committee ensures the smooth functioning of Hostel.

Approved by:

  
Pandit Sudarshan Shastri (Chairperson)

Hostel Monitoring Committee

SDACH, Chandigarh 46-B, 160047