

	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR HOSTEL QUALITY COMMITTEE MEETING		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/52
	Issue Date: 01/06/2023	Revision Date: 00/00/0000	Page 1 of 1

Objective: To elaborate the procedure for hostel quality committee meeting

Responsibility:

- Administrative Officer (AO)
- Hostel Deputy Warden
- Hostel Student Council Members (Each year)

Procedure:

Sl.	Activities	Responsibility	Target Dates/Days
1.	Meeting to be conducted in the hostel premises	AO & Hostel Warden	15 th of Every month
2.	Discussion will be on the following: <ul style="list-style-type: none"> • Hostel Facilities • Student Sickness Monitoring • Menu Discussion • Room Facilities • Water Facilities • Internet Connection • Study Hour's Discussion • Attendance Monitoring • Housekeeping facilities • Medical Emergencies • Other Grievances 	AO & Hostel Warden	Not Applicable
3.	Necessary steps to be taken in case of any complaints	Principal, AO & Hostel Deputy Warden.	One or two days after the meeting
4.	Action Taken Report should be prepared and presented in the next meeting.	AO & Hostel Deputy Warden.	Set Date

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
		
EOMS Team member	EOMS Team Leader	PRINCIPAL