



# **PMS COLLEGE**

**OF**

## **DENTAL SCIENCE & RESEARCH**

### **ROLES AND RESPONSIBILITIES OF HOSTEL COMMITTEE**

Hostel Committee is responsible for the smooth functioning of the hostel and mess facilities at PMS College of Dental Science and Research under the supervision of the administrator.

The term of the committee shall be for one year. The hostel committee shall meet at least twice a year and in case of any emergency.

The hostel committee shall take active interest in general welfare of the student residing in the hostel and assist the administrator in maintaining the living standards. The hostel committee shall report to the administrator or principal on the services given by hostel staff. The hostel committee shall assist the administrator in the timely allotment of the rooms, reports any unauthorized or misuse of hostel or guest rooms and bring to notice any untoward incidence occurring in the hostel premises.

The Hostel Committee shall consist of 8 elected members, with at least one person from each batch and hostels.

- Principal
- Administrator
- IQAC Coordinator
- Warden MH
- Warden LH
- Student representatives from each batch
- Intern-1
- Cook

### **Functions**

1. Report all maintenance needs in the Hostel and also follow up the steps to implement the necessary action.
2. Facilitates the grievance redressal of students and communicates the same to the concerned authorities.

3. Report all misdemeanors to the Warden for further action. The misdemeanors referred to here would also include not following proper cleanliness procedure both in the mess and the canteen.
4. Report violation of policies by students on motorized vehicle including parking.
5. Report issues with running of mess and canteen to the administrator for discussion and final action.
6. Take decision on the request of day scholars to stay in the hostel as a guest for a short period.
7. The hostel committee will maintain complaint/ suggestion box. The hostel committee will look in to the complaints or suggestion received and take necessary action. In the event of the complainant wishing his name not to be publicized, the information will rest only with the warden and his nominee who operates the complaint/ suggestion box. No anonymous complaints will be entertained.
8. The hostel committee shall supervise and ensure proper and limited use of electricity and water in the hostel premises at the time of acute shortage.

The government of India has banned all types of ragging. It is considered as a solemn cognizable crime. The principal has accordingly ordered that there shall not be any type of ragging on the campus and has postulated that for those students who are found to be involved directly or indirectly in ragging, the following shall be punishment depending on the seriousness of the case:

- Dismissal from the hostel and mess
- Expulsion/rustication/ suspension/ fine etc
- Withholding scholarship or other benefits
- Debarring from representation in events