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**ISLAMIA COLLEGE OF SCIENCE AND COMMERCE,
SRINAGAR, KASHMIR- 190 002**

UGC AUTONOMOUS (NAAC ACCREDITED GRADE-A)

No. ICSC/ 2404-08/14-4/101
Dated: 20/08/2026

Sub: CONSTITUTION AND FUNCTIONING OF THE COLLEGE HOSTEL ADVISORY COMMITTEE (HAC) IN THE COLLEGE MAINTAINING HOSTEL ACCOMODATION – STANDARD OPERATING PROCEDURE THEREOF

Ref: Circular No.DC-HE/2026/2396 dated 11-08-2026 from Director Colleges, Higher Education Department

ORDER NO: 812
DATED: 20/08/2026

Apropos to the subject and reference, College Hostel Advisory Committee with the following composition is constituted with immediate effect with powers, duties and working procedure detailed in the Circular under reference:

S. NO.	DESIGNATION	POSITION IN THE COMMITTEE
1.	Principal of the College	Chairperson
2.	Prof.Abdul Wahid,	Convener Hostel Management
3.	Prof.M. D. Gagloo, Hostel Warden	Member Secretary
	Dr.Manzoor Ahmad Dar (Botany Acad. Arrangement) (Assistant Resident Warden)	
4.	Dr.Tariq Ahmad Naikoo, Convener, Anti Ragging Committee	Member
5.	Dr.Seema Bashir, Convener, Internal Complaints Committee (ICC) constituted under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	Member
6.	Dr.Mohd Amin Mir (Anti-Discrimination Officer/ Equal Opportunity Cell In-Charge)	Member
7.	Dr.Taulat Qayoom , Convener, Students Grievance Redressal Committee (SGRC)	Member
8.	Prof.Abid Mirza	Member
9.	Dr.Aijaz Ahmad Mir	Member
10.	Mr.Gh. Qadir Bhat, Head Assistant	Member (Administration)
11.	Mr.Ishtiaq Ahmad Dar,	Member (Accounts)
12.	Two students residing in the Hostel, nominated by the Resident students	Members

1. The term of the College Hostel Advisory Committee shall be two years, except in the case of student members, whose term shall be one academic year or until they cease to reside in the hostel, whichever is earlier.

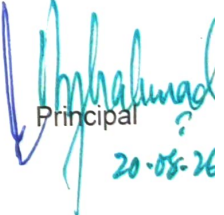
2. The Committee shall convene meetings after every four weeks and shall ensure visit to hostel every week, and more than once in a week if the need arises. It shall, in addition, meet immediately on the receipt of any complaint relating to the safety, health or dignity of the hostel resident.
3. The Member Secretary shall issue notice and agenda, record the proceedings, and maintain a Minutes Register, which shall be a permanent record of the College. Every decision of the Committee shall be recorded, with reasons where the decision affects the rights of a student.
4. Action taken on the decision of the previous meeting shall be the first item on the agenda of every meeting.

In addition to above, following Standard Operating Procedure laid down in Circular No.DC-HE/2026/2396 dated 11-08-2026 from Director Colleges, Higher Education Department shall apply mutatis mutandis:

- **Safety and Security of Students**
- **Hostel staff and registers**
- **Cleanliness and sanitation**
- **Kitchen, dining hall and quality of food**
- **Mess Fee and payments to the outsourced agency**
- **Drinking water and water supply**
- **Medical Facilities**
- **Inspections**
- **Hostel discipline**
- **Complaints and redressal**
- **Records, reporting and accountability**

C.C.

1. Director Colleges, Higher Education Department
2. College Hostel Advisory Committee for strict compliance.
3. Accounts Officer
4. College Information Officer for uploading on College website.
5. Hostel Notice Board
6. Record


Principal
20-08-26