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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Process** | Accommodation Services | | | | | | | |
| **Purpose** | Ensure efficient and effective accommodation services to all students and guests. | | | | | | | |
| **Output** | Rooming List | | | | | | | |
| **S/No** | **Activities** | **Inputs** | **Risks** | **Risk Level** | **Risk Impact** | **Mitigation** | **Opportunity** | **Action** |
| 1 | Hostel Room Allocation | Personnel | Unqualified staff | Low | High | Employing qualified | Online registration | Automation |
|  |  | Time | Lack of enough rooms |  |  | staff |  |  |
|  |  | Finance | Lack of finance |  |  | Training existing staff |  |  |
|  |  | Stationery | Staff burn out |  |  | Carrying out staff needs |  |  |
|  |  |  |  |  |  | assessment |  |  |
|  |  |  |  |  |  | Budget provision |  |  |
|  |  |  |  |  |  |  |  |  |
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| 2 | Students Health in the Hostels | Stationery | Lack of stock | Medium | High | Timely orders | Training |  |
|  |  | Personnel | Students unrests |  |  | Train existing staff |  |  |
|  |  | Time | Unqualified staff |  |  | Employ qualified staff |  |  |
|  |  | First Aid kits |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 3 | Students Checking Out of Hostels | Personnel | Unqualified satff | Medium | Low | Train existing staff | Training | Engage casuals staff |
|  |  | Stationery | Lack of stock |  |  | Charge late cancellations | Recruitment |  |
|  |  | Time | Congestion due to |  |  | Timely reoders |  |  |
|  |  |  | overcrowding |  |  | Employ qualified staff |  |  |
|  |  |  |  |  |  | Recruit additional staff |  |  |
|  |  |  |  |  |  |  |  |  |
| 4 | Maintenance & Repairs of Hostels | Personnel | Unqualified staff | Medium | Low | Train existing staff | Training | Training |
|  |  | Time |  |  |  | Employ qualified staff | Adoption of best |  |
|  |  | Work Request forms |  |  |  |  | practices |  |
|  |  |  |  |  |  |  |  |  |
| 5 | Fumigation | Personnel | Unqualified staff | Medium | High | Train existing staff | External Service | Outsource |
|  |  | Time | Students unrests |  |  | Employ qualified staff | providers |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 6 | Cleaning Hostel Facilities | Cleaning materials | Lack of cleaning stock | Medium | Low | Timely stock | Training |  |
|  |  | Personnel | Unqualified staff |  |  | Train existing staff |  |  |
|  |  | Time |  |  |  | Employ qualified staff |  |  |
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