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Study Notes

**Hostel Administration & Duties of
Hostel Staff**

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Hostel Administration

The following officers shall constitute the Hostel administration:

- A. Chief Warden (Principal)
- B. Warden
- C. Superintendent and Assistant Superintendent.

Other staff associated with the hostel administration.

- A. Office Assistant
- B. Ward boy
- C. Hostel Attendant
- D. Supervisor, Electrician, Plumber.
- E. Sweepers
- F. Orderly boy

Responsibilities of Hostel Staff

- General duties and responsibilities of the various position holders in the hostel administration are defined here.
- If required, the duties and responsibilities are subject to changes at any time with the approval of the Principal.

Chief Warden

- To ensure overall administration of all the hostels and office of the Warden.

Warden

- To establish coordination with Superintendent and Assistant Superintendent of various hostels for smooth running of day to day routine work of hostel.
- To act as Chairman of all Committees as called by him or by any Superintendent and Assistant Superintendent and to ensure the resolution taken are in the betterment of the students and in the interest of the College in absence of Chief Warden.
- To maintain data base of students through the office of the Warden.
- To make the policy for allotment of hostels to students and deposition of hostel fee.
- To ensure discipline in the hostels.
- To implement the decisions taken by the College authorities and Various Committees of College.
- To check the various registers and ledgers maintained by the Superintendent and Assistant Superintendent Wardens from time to time.

Superintendent

- To allot the rooms to the students as per the guidelines issued by the office of Warden and the principal.
- To supervise the sports and cultural activities of students in the hostel.
- Regular visit to hostel for better interaction with the students.
- Nominate the students for constituting various committees like mess committee, discipline committee, sports committee etc.
- To supervise the employees of Hostels (working of ward boys, hostel attendant, sweepers and other hostel staffs.)
- To solve the day-to-day problems of the Boarders.
- To deal with the acts of indiscipline of the Boarders.
- Reporting the cases of serious indiscipline/ragging to the Residential Committee (Warden) for further action at the College level.
- To ensure the quality of food in the mess.
- To maintain the various registers and ledgers necessary for smooth functioning of the hostel from time to time.
- Communicate with the parents/guardians of the inmates regarding indiscipline activity or misbehavior of the student in the hostel premises.
- To maintain overall ambiance of the hostel premises.
- To ensure proper maintenance of the rooms and hostel premises.
To send advance information to the Warden about the monthly estimated bulk requirements for maintenance of the hostel.
- To sign the cheques to make payment to the Hostel employees and other establishment related work.
- To bring to the notice of Warden & principal relatives to critical health condition of any boarders after tackling the situation within his/her reach.

Assistant Superintendent

- To assist Superintendent in maintaining hostel discipline and all other works mentioned above.
- To advise and guide in smooth running of the Mess i.e. display of the menu and maintaining the quality of the food and payment to the mess contractor or in charge.
- To check the account of the mess regularly and countersign the entries in various registers maintained by the mess in charge and payment to mess in-charge or mess contractor
- To maintain the leave record of the students and to keep a watch on the In and Out register.
- Regular visit to the hostel to solve the day-to-day problems of the students.
- Functions the role of superintendent in his absence.

Ward boy/Hostel attendant/ Lady Attendant.

- Ward boy/Hostel attendant who will be available in the hostel in the normal working hours and as per time schedule decided by Superintendent and Assistant Superintendent. The time duration of working of a ward boy/hostel attendant shall be eight hours. Provided that in the interest of the hostel it may be extended.
- Occupancy/vacation of rooms to/by the students.
- To ensure proper maintenance of the hostel rooms, common room, gymnasium hall, toilets, mess and premises.
- To ensure proper water supply and drinking water arrangement in the hostel.
- To keep a watch so that no unwanted student/person resides in the hostel without the permission of the Superintendent.
- Maintaining the record of the Guests/visitors.
- Daily report to the Superintendent and Assistant Superintendent about the maintenance of the civil and electrical works, discipline of the students, guest/visitor record and any other noticeable information.
- Supervise the work of helper, gardener, sweeper and security guards.
- To perform all other hostel related work as ordered by Superintendent and Assistant Superintendent.

SUPERVISOR, ELECTRICIAN, PLUMBER AND DRIVER

- The supervisor, electrician, plumber, carpenter and welder shall be engaged by the College with the assistance of Warden and in consultation with the Superintendent and Assistant Superintendent duly approved by the principal.
- The work of the supervisor to supervise the job of all wards boys/hostel attendants working in all hostels.
- The electrician, plumber, carpenter and welder shall have duty to repair the small damages in all hostels and discharge duties as entrusted by the Warden according to their skill and knowledge.
- The Warden shall consult Superintendent and Assistant Superintendent while doing so.

SWEEPER

- The sweeper shall be engaged by the College Administration in consultation with the Superintendent and Assistant Superintendent.
- The work of sweeper shall be cleaning of the whole hostel premises including the latrines and bathrooms.

ACCOMMODATION

- Hostel accommodation is available to a student, who is registered in the college as a regular student either in undergraduate or post graduate programme. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of college will automatically cease to be a member of the hostel.
- The student enrolled in the college shall not claim hostel facility as a matter of right. The college reserves the right not to provide hostel facility to any student.

ALLOTMENT OF ROOMS

- At the time of admission of a student into the hostel and at the beginning of every academic year, each resident is required to submit a duly completed Hostel Admission Form containing local guardians' address and phone number etc. Email of the student and parent should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel office in writing.
- The Hostel administration will generally provide for each occupant one bed, reading table, chair, almirah, fan, tube light. However damage in any of the thing mentioned above except tube light could be repaired/ replaced. On arrival, student will report to the ward boy/hostel attendant and will take possession of the room.
- Room once allotted to a student for an academic year will not be changed, except in special situations with the permission of Superintendent and Assistant Superintendent.
- If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Superintendent and Assistant Superintendent immediately and should vacate the hostel. If the Hostel administration finds that any hostel resident is not eligible for hostel accommodation and is residing in the hostel without due permission from the Superintendent and Assistant Superintendent, disciplinary action will be taken against such illegal occupants.
- Before vacating the rooms, the electrical installations including fan should be handed over intact, in addition to the furniture to the ward boy/hostel attendant. The student should fill up the Room Vacating Slip in duplicate and take no dues on one slip from the office assistant.

CODE OF CONDUCT

- All residents are required to maintain standards of behavior expected from the students of a prestigious institution of national repute. They are expected to behave courteously and fairly with every one inside and outside the college campus.
- All residents are required to always carry their valid college Identity Card and Hostel Identity Card issued to them by the college and hostel administration respectively.
- The rooms, common areas and surroundings of the hostel should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.
- Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment. If anything is found is damaged the student along with his/her partner shall be solely responsible.
- Students should bring to the notice of the ward boy/hostel attendant any pending maintenance work (civil, carpentry, electrical, sanitation etc.) to be carried out in rooms, corridors, toilets or other areas in hostel premises.
- Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for the purpose mentioned above. On such occasions, the Hostel administration will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the maintenance work.
- The students should not carry unauthorized/illegal movies in their rooms. Any violation will be dealt severely.
- The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to replace/repair at their own cost the damage, if any.
- In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the wing/hostel, as decided by the Superintendent and Assistant Superintendent on the report of ward boy/hostel attendant.
- The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall handover them to the ward boy/hostel attendant, failing which he/she will be charged a penal rent as decided by the hostel authority.
- The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.

- Ragging in any kind is severely punishable as per the Supreme Court directives leading to expulsion from the hostel as well as from the college. Any violation of this rule by any student will be dealt with very severely as per the Supreme Court guidelines and govt. of Guideline norms issued from time to time by the competent authorities.
- When the students committing or abetting the crime of ragging are not identified, collective punishment on suspected group could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.

In the hostel premises, following are strictly prohibited –:

- Smoking
- Consumption of alcoholic drinks/drugs
- Gambling
- Intimidation or violence
- Willful damage to property
- Entering the hostel premises in intoxicated state
- Moving in the colony sector or near the Girls hostel premises after 06:00pm.
- Shouting and using abusive language in their own hostel or in other hostel premises and campus.
- Employing unauthorized persons for personal work such as washing clothes, etc.
- Cooking in room
- Using immersion rods, electric kettle, electric iron, heater, induction cooker, cooking gas etc.
- Creating noise through loudspeakers.

GUESTS AND VISITORS

- No overnight guests are allowed in a students' room without permission of the Superintendent and Assistant Superintendent.
- However in boys' hostels, the parents (only father)/guardian of students may be allowed only in respective hostel's guest room. The parent/guardian will be allowed only for a maximum period of one nights and one day. This will be permitted twice in a year. Provided the Chief Warden may permit for more than the period specified.
- Male students/visitors/parents/guardians are strictly prohibited inside the girls' hostel. However mother may be allowed to stay inside of the inmate for limited hours of time depending upon the discretion of Superintendent and Assistant Superintendent.
- Violation of any of the above rules regarding stay in the hostels will lead to disciplinary action including expulsion from the hostel.
- Female hawkers / vendors / sellers are not allowed in boys hostel and similarly male vendors/ sellers in Girls hostel in any circumstances.

DISCIPLINARY MEASURES

Any student who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, noncompliance of any of the conduct rules, or violation of any other rule defined in this manual will be liable to the following punishments:

- (a) Expulsion from the hostel.
- (b) A record of his / her misconduct shall be made in his personal file.
- (c) The cost of damage shall be fully recovered from him/her together with penalty.
- (d) He/she shall also be fined commensurate with the offence committed.
- (e) No recommendations shall be given to him/her for studies abroad.
- (f) Rustication from the College.