

ROLES AND RESPONSIBILITY OF HOSTEL WARDEN

- The Wardens functioning under the overall charge/coordination of the Chief Warden will be individually and collectively responsible for the smooth functioning of the hostels. Each warden shall be responsible for his/her portfolio and such responsibilities as assigned to them by the Chief Warden from time to time. Under the collective responsibility principle, they are responsible together for the overall smooth functioning of the hostel and to meet any contingency.
- Each Warden will be responsible for the assigned resident students.
- The Wardens / Managers shall keep close contact with the residents and shall pay attention to their health, hygiene and general life in the hostel.
- Each Warden shall ensure that the residents in his or her charge observe the hostel rules properly and maintain discipline and decorum and shall promptly report to the Chief Warden all cases of misbehavior, indiscipline, and sickness of the residents in his or her charge.
- The Wardens should be available in the hostel office everyday at specified hours to attend to official business and to residents' problems.
- The Wardens will be responsible for the proper upkeep and maintenance of such properties of the concerned hostel as are under his or her charge.
- The Wardens will be responsible for allocation of rooms to the new residents.
- They are required to maintain the record of the students in the students register.
- The Students' out entry will be issued by the Warden after due verification from the parents and remarks will be entered in the hostel register regarding student moving out of the University.
- Hostel maintenance and cleanliness will be looked after by the Warden.
- Mess hygiene, food quality and quantity, mess workers attitude towards the hostel students, basic problems of the mess vendors and issues of the students towards are to be dealt by the Warden itself.
- In case of any emergency/health issues, A concerned warden is to contact the parents of the students with an intimation to the chief warden and the registrar.

- Any other task assigned by the authorities.

DUTIES OF HOSTEL CHIEF WARDEN

The Chief Warden in a hostel is the principal authority and executive in all matters relating to resident students' welfare, their discipline and messing as well as the administration and security of the particular hostel. The Sr. Warden shall be responsible to the Provost for the proper maintenance and management of the hostel and of its attached mess.

(ii) To assist the Senior Warden, each hostel has appropriate full time staff as well as two or three more wardens to look after general administration, mess, common room, health and recreational facilities, and maintenance and sanitation.

(iii) Senior Warden will supervise all matters concerning the functioning of the hostel, and will also hold charge of one of the portfolios, normally Warden (Administration).

(iv) Senior Warden will chair the meetings of the Wardens Committee in the hostel, which will be held as regularly as may be necessary, but at least once a month.

(v) Senior Warden can impose fines (upto the limit set in List of Rates) or waive fines.

(vi) Senior Warden can transfer a resident from one wing of the hostel to another.

(vii) Senior Warden can permit the stay of a resident's guest for more than 7 days but upto 14 days according to hostel rules.

(viii) Senior Warden will regulate expenditure out of the authorized hostel budget and for timely adjustment of temporary advances.

(ix) Senior Warden will be responsible for the maintenance of imprest accounts and for the custody of imprest money.

(x) Senior Warden can recommend the sanction of refund of all kinds of security money.

(xii) Chief warden acts as a liaison officer between the authorities and the parents.

(xiii) Senior Warden shall ensure proper checking by Office Incharge and shall verify the wage bills pertaining to the mess, sanitary and other staff provided by the private manpower service provider.

(xiv) Senior Warden will be responsible for proper pursuance of complaints relating to civil/electrical works, repairs/replacements of furniture, fittings etc.

(xv) Senior Warden can recommend overtime in accordance with rules.

(xvi) Sr. Warden can sanction or recommend leave in respect of mess and other staff of the hostel as per delegation of authority given in this Manual.