

Position	Responsibilities	Criteria/Qualification/Documents required
Warden	<p>Administration and Management</p> <ul style="list-style-type: none"> ✓ Oversee day-to-day operations of the hostel. ✓ Maintain a record of all residents, including their personal details and attendance. ✓ Allocate rooms and ensure proper utilization of hostel facilities. <p>Discipline Maintenance</p> <ul style="list-style-type: none"> ✓ Ensure students follow the hostel rules and regulations. ✓ Enforce proper behavior, punctuality, and decorum in the hostel premises. ✓ Address and resolve conflicts or misconduct among residents. ✓ Monitor activities to prevent ragging, bullying, or any form of harassment. <p>Safety and Security</p> <ul style="list-style-type: none"> ✓ Ensure the safety of students and their belongings. ✓ Coordinate with security staff for round-the-clock safety. ✓ Conduct periodic checks on rooms and common areas. ✓ Maintain visitor records and ensure unauthorized persons are not allowed in the hostel. <p>Health and Well-being</p> <ul style="list-style-type: none"> ✓ Be vigilant about students' physical and mental health. ✓ Assist students in emergencies 	<ul style="list-style-type: none"> • Application with CV/Resume • CID Copy • Medical Fitness Certificate • Security Clearance • NOC if employed • Education: Preferred Minimum class 12 • Experience: Experience in relevant field

	<p>and arrange medical help when needed.</p> <ul style="list-style-type: none"> ✓ Monitor hygiene and cleanliness in rooms, washrooms, and common areas. <p>Mentorship and Guidance</p> <ul style="list-style-type: none"> ✓ Act as a mentor and provide emotional support to students. ✓ Address grievances and help students resolve personal or academic challenges. ✓ Organize counseling sessions when necessary. <p>Facilities and Infrastructure Maintenance</p> <ul style="list-style-type: none"> ✓ Ensure proper maintenance of hostel infrastructure. ✓ Report repairs and follow up on issues like electricity, water supply, and furnishings. ✓ Supervise staff like cleaners, guards, and maintenance workers. <p>Coordination</p> <ul style="list-style-type: none"> ✓ Liaise with parents or guardians in case of emergencies or indiscipline. ✓ Collaborate with the academic administration for hostel-related concerns. ✓ Keep communication channels open with students to address their needs and concerns. <p>Cultural and Recreational Activities</p> <ul style="list-style-type: none"> ✓ Encourage participation in extracurricular activities and hostel events. ✓ Promote team-building and 	
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	<p>camaraderie among hostel residents.</p> <p>Documentation and Reporting</p> <ul style="list-style-type: none">✓ Maintain attendance, leave records, and disciplinary logs.✓ Prepare periodic reports about hostel activities and submit them to the management. <p>Emergency Handling</p> <ul style="list-style-type: none">✓ Be prepared to handle emergencies like fire, accidents, or natural disasters.✓ Ensure proper emergency response procedures are in place.	
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