

## Directorate of Student Affairs

### Hostel Warden – Girls Hostel

Particulars	Details
<b>Designation Required</b>	Hostel Warden – Girls Hostel
<b>Qualifications &amp; Experience</b>	Graduate in any discipline with relevant experience in hostel administration, student affairs, residential management, or related areas. Strong communication, interpersonal, and student engagement skills are desirable.
<b>Role Responsibilities</b>	<ul style="list-style-type: none"> <li>• Oversee the overall security of the girls hostel and ensure adherence to hostel rules and regulations.</li> <li>• Maintain regular communication with parents regarding student wellbeing and leave of absence.</li> <li>• Ensure cleanliness of rooms and student discipline to maintain a healthy and conducive hostel environment.</li> <li>• Attend to emergencies involving students and communicate updates to parents as required.</li> <li>• Monitor food quality and hygiene standards in the hostel mess.</li> <li>• Maintain records of student attendance and update daily student presence and absence details.</li> <li>• Conduct night supervision of the hostel and attend to student needs.</li> <li>• Provide guidance and support to students facing personal or emotional concerns and facilitate access to appropriate support services where required.</li> <li>• Foster a positive residential environment through student engagement, social, and recreational activities.</li> <li>• Act as a liaison between hostel administration, residents, and parents/guardians.</li> <li>• Perform other hostel-related responsibilities assigned from time to time.</li> </ul>
<b>Scale of Pay</b>	As per RUAS norms
<b>Email your CV and other relevant documents</b>	<a href="mailto:resumes@msruas.ac.in">resumes@msruas.ac.in</a>

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## Hostel Warden – Boys Hostel

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<b>Designation Required</b>	Hostel Warden – Boys Hostel
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<b>Role Responsibilities</b>	<ul style="list-style-type: none"> <li>• Oversee the overall security of the boys hostel and ensure adherence to hostel rules and regulations.</li> <li>• Maintain regular communication with parents regarding student wellbeing and leave of absence.</li> <li>• Ensure cleanliness of rooms and student discipline to maintain a healthy and conducive hostel environment.</li> <li>• Attend to emergencies involving students and communicate updates to parents as required.</li> <li>• Monitor food quality and hygiene standards in the hostel mess.</li> <li>• Maintain records of student attendance and update daily student presence and absence details.</li> <li>• Conduct night supervision of the hostel and attend to student needs.</li> <li>• Provide guidance and support to students facing personal or emotional concerns and facilitate access to appropriate support services where required.</li> <li>• Foster a positive residential environment through student engagement, social, and recreational activities.</li> <li>• Act as a liaison between hostel administration, residents, and parents/guardians.</li> <li>• Perform other hostel-related responsibilities assigned from time to time.</li> </ul>
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