

<b>Job Title</b>	<b>Hostel Warden - Girls</b>
<b>Faculty/ Dept</b>	Directorate of Student Affairs
<b>Role Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for overseeing the overall security of the girls and enforcing of rules and regulations</li> <li>• Regular communication with parents with regard to students' wellbeing and leave of absence</li> <li>• Ensuring rooms cleanliness and students' discipline so that the hostel environment is conducive to the health and wellbeing of the boarders</li> <li>• Attending to all emergencies of girl students and update the parents</li> <li>• Checking the quality of food and hygiene in the mess</li> <li>• Updating day to day students presence and absence to the Hostel Manager, take physical attendance during night</li> <li>• Night supervision of the girls hostel and attending to the needs of the students</li> <li>• All other task assigned by the Hostel Manager from time to time</li> <li>• Providing guidance and support to students facing personal or emotional issues, lending a listening ear or referring students to appropriate support services</li> <li>• Fosters a sense of community and belonging among the students by organizing social and recreational activities</li> <li>• Communication liaison between hostel administration, residents and parents/guardians</li> </ul>
<b>Qualifications &amp; Experience</b>	UG in any discipline Experience: Minimum of 2+ years
<b>Scale of Pay</b>	As per University norms
<b>Email your CV and other relevant documents.</b>	hr@msruas.ac.in

<b>Job Title</b>	<b>Hostel Warden - Boys</b>
<b>Faculty/ Dept</b>	Directorate of Student Affairs
<b>Role Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Responsible for overseeing the overall security of the boys and enforcing of rules and regulations</li> <li>2. Regular communication with parents with regard to students' wellbeing and leave of absence</li> <li>3. Ensuring rooms cleanliness and students' discipline so that the hostel environment is conducive to the health and wellbeing of the boarders</li> <li>4. Attending to all emergencies of the boys and update the parents</li> <li>5. Checking the quality of food and hygiene in the mess</li> <li>6. Updating day to day students' presence and absence to the Hostel Manager, take physical attendance during night</li> <li>7. Night supervision of the boys hostel and attending to the needs of the students</li> <li>8. All other task assigned by the Hostel Manager from time to time</li> <li>9. Providing guidance and support to students facing personal or emotional issues, lending a listening ear or referring students to appropriate support services</li> <li>10. Fosters a sense of community and belonging among the students by organizing social and recreational activities</li> <li>11. Communication liaison between hostel administration, residents and parents/guardians</li> </ol>
<b>Qualifications &amp; Experience</b>	UG in any discipline Experience: Minimum of 2+ years
<b>Scale of Pay</b>	As per University norms
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<b>Job Title</b>	<b>Hostel - Manager</b>
<b>Faculty/ Dept</b>	Directorate of Student Affairs
<b>Role Responsibilities</b>	<p>To supervise the Hostel accommodation in his charge and monitor the discipline and the overall functioning of the hostels and the welfare of the students</p> <ol style="list-style-type: none"> <li>2. To inspect the hostels and hostel rooms periodically to ensure the health, hygiene, sanitation and cleanliness of the hostel premises and surroundings</li> <li>3. To ensure that the residents observe the Hostel Rules and promptly report to the Director of Student Affairs any cases of misbehaviour, indiscipline and sickness of the residents</li> <li>4. To verify periodically the furniture and fittings of the Hostel and initiate appropriate action for prompt repair/replacement of damaged items</li> <li>5. To allot and supervise Hostel Rooms and Guest Rooms and permit the stay of any guest in accordance with the Hostel Rules</li> <li>6. To prepare a proposal for renovation or repair of amenities within the hostel</li> <li>7. To grant leave to the staff according to the rules framed for the purpose</li> <li>8. To exercise supervisory and administrative control over the staff of the hostel and ensure required standards are maintained</li> <li>9. Documentation and verification of parents and students' information</li> <li>10. Communicate with parents regarding their wards</li> <li>11. Ensure quality and safety standards are maintained in the mess</li> <li>12. Ensure pest control is undertaken periodically in the mess</li> <li>13. To encourage student feedback and take appropriate action</li> <li>14. Member of Hostel and Mess Committee, nominate students of these committees</li> <li>15. In charge of hostel budgeting</li> <li>16. Maintain MIS of hostel and inventory</li> <li>17. Conduct hostel staff and boarders meeting</li> <li>18. To supervise sports and cultural activities of the hostel boarders</li> <li>19. To prepare IDNs for hostel related works, check and countersign bills, upload bills on ERP</li> <li>20. To perform all other works related to hostels as deemed necessary</li> </ol>
<b>Qualifications &amp; Experience</b>	<p>PG in any discipline</p> <p>Experience: Minimum of 5+ years</p>
<b>Scale of Pay</b>	As per University norms
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