

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

Job Title	Hostel Warden - Boys
Faculty/ Dept	Directorate of Student Affairs
Role Responsibilities	<p>1. Responsible for overseeing the overall security of the boys and enforcing of rules and regulations</p> <p>2. Regular communication with parents with regard to students' wellbeing and leave of absence</p> <p>3. Ensuring rooms cleanliness and students' discipline so that the hostel environment is conducive to the health and wellbeing of the boarders</p> <p>4. Attending to all emergencies of the boys and update the parents</p> <p>5. Checking the quality of food and hygiene in the mess</p> <p>6. Updating day to day students' presence and absence to the Hostel Manager, take physical attendance during night</p> <p>7. Night supervision of the boys hostel and attending to the needs of the students</p> <p>8. All other task assigned by the Hostel Manager from time to time</p> <p>9. Providing guidance and support to students facing personal or emotional issues, lending a listening ear or referring students to appropriate support services</p> <p>10. Fosters a sense of community and belonging among the students by organizing social and recreational activities</p> <p>11. Communication liaison between hostel administration, residents and parents/guardians</p>
Qualifications & Experience	UG in any discipline Experience: Minimum of 2+ years
Scale of Pay	As per University norms
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Job Title	Hostel - Manager
Faculty/ Dept	Directorate of Student Affairs
Role Responsibilities	<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> <p>2. To inspect the hostels and hostel rooms periodically to ensure the health, hygiene, sanitation and cleanliness of the hostel premises and surroundings</p> <p>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</p> <p>4. To verify periodically the furniture and fittings of the Hostel and initiate appropriate action for prompt repair/replacement of damaged items</p> <p>5. To allot and supervise Hostel Rooms and Guest Rooms and permit the stay of any guest in accordance with the Hostel Rules</p> <p>6. To prepare a proposal for renovation or repair of amenities within the hostel</p> <p>7. To grant leave to the staff according to the rules framed for the purpose</p> <p>8. To exercise supervisory and administrative control over the staff of the hostel and ensure required standards are maintained</p> <p>9. Documentation and verification of parents and students' information</p> <p>10. Communicate with parents regarding their wards</p> <p>11. Ensure quality and safety standards are maintained in the mess</p> <p>12. Ensure pest control is undertaken periodically in the mess</p> <p>13. To encourage student feedback and take appropriate action</p> <p>14. Member of Hostel and Mess Committee, nominate students of these committees</p> <p>15. In charge of hostel budgeting</p> <p>16. Maintain MIS of hostel and inventory</p> <p>17. Conduct hostel staff and boarders meeting</p> <p>18. To supervise sports and cultural activities of the hostel boarders</p> <p>19. To prepare IDNs for hostel related works, check and countersign bills, upload bills on ERP</p> <p>20. To perform all other works related to hostels as deemed necessary</p>
Qualifications & Experience	PG in any discipline Experience: Minimum of 5+ years
Scale of Pay	As per University norms
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