

## **2. Organizational structure:**

The Boys' hostel will accommodate **only boys** students and Girls' hostel will accommodate only girls students in a single campus. In case of Girls Hostel, a lady Assistant Superintendent and Warden and in case of a Boys Hostel a male person will be engaged as a Hostel Assistant Superintendent and Warden. Manpower for various types of hostels to be engaged is given below.

### **2.1 Boys' Hostel:**

- Assistant Superintendent (One) for one hostel.
- Warden (One) for each hostel.
- Support staff/ housekeeping support staff for each 100 seated hostel (2nos).
- Cook-cum-Attendant and Helper (1+1) for 100 seated hostel.
- Security personnel (3nos)

### **2.2 Girls' Hostel:**

- Assistant Superintendent (One), Preferably Lady for one hostel.
- Warden (Two) Preferably Lady for one hostel.
- Support staff/ housekeeping support staff for each 100 seated hostel (2nos).
- Cook-cum-Attendant and Helper (1+1) for 100 seated hostel.
- Security personnel (6nos)

## **3. Roles and responsibilities of the Human Resources engaged in the Hostels:**

### **a. Assistant Superintendent:**

Assistant Superintendent shall be in overall charge of the hostel and will be accountable for efficient and effective management of the hostel. She/he will report to the Welfare Extension Officer (WEO). She/he will stay in the hostel and dine with the boarders and should discharge the following responsibilities:

- i. Maintenance of hostel building and surrounding: (She/he should ensure that building is in good condition, the water supply in the hostel is regular and hygienic, the electrification is in proper condition without posing any danger to the boarders, there is proper drainage of water from bath room and kitchen with out

any waterlogging inside the hostel, and the surrounding of the hostel remains neat, clean and hygienic. She/he should identify infrastructural gaps, if any, and bring the same to the notice of the appropriate authorities (WEO/DWO) and get it redressed in a prompt manner.

- ii. Conduct the admission process and allot rooms to the applicants in the hostel under the direct guidance of the Hostel superintendent. At the time of admission to the hostel, he should obtain personal data of the students in a prescribed format containing, inter alia, address, and phone number of parents, Aadhaar Number of the students and an undertaking from the parents/Guardian to the effect that they as well as the boarders shall abide by the rules and regulations of the hostel.
- iii. Proper Mess management
- iv. Maintenance of Cleanliness of the hostel and ensuring health & Hygiene of the boarders
- v. Attend to the sick boarders and refer seriously ill students to the hospital for treatment. Under no circumstances the boarders should be sent home in ailing condition. In case of hospitalization the parents/local guardians maybe informed immediately about the treatment of the students and be intimated to remain present at the hospital.
- vi. To ensure proper health screening of all the boarders for fever, malaria, diarrhea, chicken pox, acute respiratory infections and such others including adolescent reproductive & sexual health issues (ARSH) by ANMs/mobile health camp organized by the local Medical Authority on a regular basis.
- vii. To ensure Safety and Security of the boarders
- viii. Timely Distribution of Toiletries to House keeping staff for cleaning of toilets etc.
- ix. Diligent maintenance of prescribed Records (Admission Records, Boarder Attendance register, BPL rice procurement Register, Consumption Register, Stock & Issue Register, Record of PMS, Amenities/cosmetics distribution Register, Sick Register, Red Register, Gate Book, Incoming & Outgoing Register, Visit Register,

Cash Book, Advance Register, Allotment Register, Guard File for keeping all hostel notices, Department circulars etc. and keeping them up to date along with supportive vouchers. All expenses to be incurred following due procedure and exercising financial prudence.

- X. To distribute work among Subordinate staffs (warden, Support Staff, CCA etc), and monitor their performance. (Undertake weekly reviews).
- XI. To sensitize all staff about the rules and regulations, quality management and implications of non-adherence of the same.
- XII. Issue Unique Identification Number/Identity Cards to all staff.
- XIII. Obtain police verification reports of all the staff.
- XIV. To meet the student's inmates from time to time on daily basis to know and solve their problems. Ensure that the boarders do not indulge in undesirable activities such as ragging, physical assault, damage to hostel property, causing inconvenience to other inmates etc., and make them aware that non-compliance of any of the rules and regulation of the hostel may lead to punishment like expulsion from the hostel.(Take regular updates).
- XV. Engage Peer Leaders/Room Monitors.
- XVI. To ensure an atmosphere in the hostel conducive to study as well as development of extra-curricular activities of boarders.
- XVII. Must act as a role model for the boarders and endeavor to inculcate high moral values among them.
- XVIII. In case of any untoward incident /case of sexual abuse/ teenage pregnancy or any other related matter s/he should act promptly and adopt protocols/mechanisms shared by Department and share information/report to the supervisory officer within the specified timeline.
- XIX. Give permission to the Guests (parents of the boarders/inspecting officials) to meet the student inmates in the hostel on the request of the boarders/authorities on case to case basis.

- x. To address grievances of parents in accordance with the Rules and regulations of the hostel.
- xxi. Cooperate with Officials who are authorized to make monitoring/surprise visits to the hostels.
- xxii. Display school/college/institutions wise daily student/boarder information at office, menu chart in dining area and important phone numbers at conspicuous places from where it can be accessed by all.
- xxiii. Place a complaint/suggestion box and institute a mechanism to redress grievance of the boarders in an efficient manner.
- xxiv. Ensure proper functioning of Hotline Phone/CCTVs wherever installed with due adherence to SOPs.
- xxv. Attend different meetings and capacity building programs organized by the Department/SCSTRTI for effective and efficient management of the hostel.

**b. Warden:**

- I. The role of the Warden in the hostel is to assist the Assistant Superintendent in day to day functioning of the hostel.
- II. The Warden is to stay inside the hostel in a room earmarked for him/her.
- III. To ensure cleanliness of dormitory, toilet, bathroom, hostel surroundings taking the aid of L/CCAs.
- IV. Check entry of any unauthorized person, into the hostel premises.
- V. To Liaison with ailing girl boarders and ANM. If need arises inform Asst Supt/Superintendent for immediate shifting of sick boarders to local Government Hospital for higher treatment..
- VI. To take personal care of the ailing boarders for treatment.
- VII. To ensure that boarders don't remain in hostel during school/college hours and shall attend to girls who are sick/return to hostel.
- VIII. To ensure that Hostel rooms should be locked during normal college/school time

- X. Maintain a first aid kit to address to emergency health problems of the boarders for treatment..
- X. Will accompany sick boarders to hospital.
- XI. Ensure regular health screening of the boarders and maintain the health card of each of the boarders with the help of ANM/mobile health unit of local Health Authority.
- XII. During night after closure of the day's business monitor the presence of each of the boarders by making personal round to the hostel rooms.
- XIII. He/She will keep the keys of the hostel with her.
- XIV. Keep a record of the absentee boarders.
- XV. She/He will maintain inventory stock register and will periodically check the furniture, cots, lights, water points, bathing spots, kitchen rooms, damaged electrical wiring, roof leakage etc. and bring to the notice of the superintendent if there is anything wrong.
- XVI. Immediately report if there is sudden behavioral changes of inmates especially if one is upset emotionally/subjected to depression.
- XVII. Supervise student's arrival and departure.
- XVIII. Ensure proper storage of necessary items/assets of the hostels.
- XIX. Ensure privacy of the girls students residing in Girl's hostels.
- XX. Ensure adolescent boarders staying in Girl's hostels use incinerators/ or properly dispose of sanitary napkins.
- XXI. Ensure locking of the hostel gate by security personnel at night and keep proper vigil over boarders (surprise checks)
- XXII. Ensure proper upkeep of Hotline Phone, CCTV, RO/Aqua guard, TV, and other assets and items installed/provided in the hostels.

**c. Support Staffs:**

- I. The role of a support staff in the hostel is to assist the Assistant Superintendent & Warden in day to day functioning of the hostel
- II. To supervise and ensure cleanliness in and around kitchen, dining area dormitory, toilet, bathroom, corridor and hostel campus.
- III. Assist the Warden in locking the rooms of the boarders during college time.
- IV. Bring to the notice of Warden, if there is anything wrong with the furniture, cots, lights, water points, bathing spots, kitchen rooms, electrical wiring, roof etc. and supervise student's arrival and departure and maintain in and out register.
- V. To have close watch over persons coming and going out of the hostel. Should neither allow any unauthorized person to enter into the hostel nor entertain any outsider inside the hostel campus.
- VI. Facilitate boarders to meet their parents/guardians only on the days specified by the Superintendent only with the written permission of the Asst. Superintendent or Warden.
- VII. Should take special effort to see that boarders don't use gutka, pan masala or things of the like in the hostel campus,
- VIII. Immediately report to the Asst. Superintendent or Warden if sudden behavioural change is noticed in any of the boarders especially if one is upset emotionally or subjected to depression.
- IX. To ensure privacy of the girls students.
- X. To ensure proper upkeep of Hotline Phone, CCTV, RO/ Water Purifier, TV, washing machine and other assets and items installed in hostels.

**d. Security Staffs**

- I. To ensure that outsiders, dogs, cows, kittens do not enter in to the campus.
- II. In shifts one has to be at the main gate and maintain the gate entry-exit book.
- III. To stay inside the hostel 24x7 days during their duty hour.

**e. Cook-cum- Attendant:**

*CCA shall perform the following duties.*

- I. Receive ration (Grocery and Vegetables) for cooking on daily basis from the Assistant superintendent.
- II. Cook food as per the menu in time.

- II. Serve the food on time to boarders
- IV. Leftover food is not to be kept in kitchen or hostel premises and served to the students again. She/he should bury the waste food at a distance place away from the cooking place and living area. Wastes like vegetable peels, rice starch etc. can be used to make bio-fertilizer for kitchen garden of the hostel.
- V. Maintain a kitchen garden and water them regularly.
- VI. Wash the utensils used for cooking properly before next use.
- VII. Maintain personal hygiene (fingernails regularly trimmed/hair combed and properly tied/Must not chew tobacco, betel, khaini etc.) during preparatory work, cooking and serving. Should use apron, cap and mask while cooking and serving.

**f. Peer leader/Room Monitor:**

- I. To instill leadership attitude among the boarders, Assistant Superintendent should select peer leaders from among senior boarders (Class-XI and above) in each room on rotational basis to act as room monitor. The room monitor shall have the following duties besides her/his own routine:
- II. Ensure discipline among inmates of the room and make them aware of the rules and regulations of the hostel. Lead the inmates to the prayer class and see that instructions of the superintendent are implemented properly.
- III. See that all inmates keep their belongings in proper place and maintain the room neat and clean. (On weekly basis the best neat & clean room should be acknowledged in Sunday evening prayer by the superintendent and the room monitor along with all the inmates of the room be applauded by all in public.)

**C. Mess Management**

It is the sole responsibility of the hostel superintendent to ensure adequate, safe, healthy and nutritious food to the boarders. Though s/he may fix accountability on