



Ramgarh Engineering College

(Estd. By Govt Of JHARKHAND & Run By TECHNO INDIA Under PPP Mode)

Corporate Office: EM 4/1, Sector - V, Salt Lake, Kolkata-700091
Phone: (91) 33-2357-6163/64/2658/1094, Fax: (91) 33-2357-1097

Ref.No.

Date: 02.07.2018

General Rules and Regulations for Residential Hostels

1. Hostel Management Overall management of the hostel is by a "Hostel committee" which comprises of the following members:

- a) Principal, Chairperson
- b) Vice Principal, Member (If there is no Dean student welfare)
- b) Chief Warden, Member Secretary
- c) Warden (s), Member(s)
- d) Assistant Warden, Member

Member Secretary Hostel committee is responsible for framing of overall management of the hostel, and its functions include:

1.1 Overall management of the hostel, including framing rules for the hostels, hostel mess, recreational facilities, and security personal.

1.2 Allocation of hostels or its parts to student groups, and to frame rules regarding allocation of rooms.

1.3 Overall supervision of hostel mess, award of contract to the agency running these services with mess management committee, mechanisms to ensure quality, hygiene and appropriateness of services offered.

1.4 Overall management of security services and arrangements for the hostels.

1.5 Human resource allocation in the hostels, including that of residential wardens, Junior wardens, and workers. All the decisions taken by the Hostel committee will be executed by the Hostel administration. Hostel committee will meet at least four times in a year. An additional meeting may be convened by the Member Secretary as and when necessary.

2. Hostel Administration

2.1 The hostel administration comprises of the following officers/staff in the order of hierarchy: Principal- DSW/Vice Principal(if there is no DSW)-Chief Warden-Warden-Assistant warden/Residential warden.

2.1.1 Chief Warden (Senior Assistant Professor/Associate Professor/Professor)

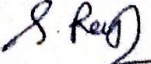
2.1.2 Warden (s) (Assistant Professor, in special case Technical Assistant) / residential warden (Non Teaching Staff/Hired staff)

2.1.3 Assistant Warden(s) (Technical Assistant)

General duties and responsibilities of the various post holders in the hostel administration are defined here. If required, the duties and responsibilities are subject to changes at any time with the approval from the Hostel committee.

2.1.1 Chief Warden

a. The Chief Warden is responsible for overall administration of the hostel and is the authority in charge for all hostel related issues. Chief Warden is responsible for implementation of decisions taken by the hostel committee, through Warden (s) and Assistant Warden(s).


Principal 02/07/2018
Principal

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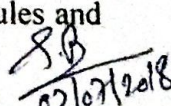
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- b. Chief Warden will constitute sub-committees for smooth functioning of hostel services. These committees will have two students (boarder) as a member secretary, and Chief Warden as a chairperson. HCS will hold monthly review meetings of these committees. There will be four student representatives in each committee. These committees include: i. Hostel mess sub-committee ii. Hostel maintenance sub-committee iii. Common Room sub-committee iv. Cleanliness sub-committee c. Chief Warden is responsible to enquire into any acts of indiscipline, misconduct or inappropriate behaviour brought to the notice of Wardens, and takes an appropriate action in consultation with Principal. Principal may consider discussing the matter with the hostel committee on a case-to-case basis.
- d. Chief Warden shall have the administrative control over the staff assigned to the hostel to work for welfare of the students and ensure better facilities, and ambience of the hostel premises.
- e. Warden and assistant wardens will submit weekly report to the Chief Warden. Chief Warden will submit monthly report to the Principal.
- f. Chief Warden will arrange first aid and vehicle for the students in emergency situation.
- g. Chief Warden will give necessary permission to a student if he/she wants to leave the hostel.
- h. g. Chief Warden will give necessary permission to a student if he/she applies for extra outing time from the hostel.

2.1.2 Warden / Assistant Warden/ residential warden*

- a. To assist the Chief Warden in maintaining the discipline of the hostel and all other works.
- b. To give permission to the Guests for residing in the common room on the request of the Students
- c. Regular visit to the hostel to solve the problems of the students.
- d. Ensure better interaction between the students.
- e. To supervise the work of mess in charge
- f. to submit weekly report to the Chief Warden about the status of the Hostel.
- g. take regular feedback from the students regarding mess, facility etc.
- h. Report any act of indiscipline/non-performance of the hostel staff to the Chief Warden for necessary action
- i. To supervise various ledgers and registers of the hostel office
- j. Communicate with the parents/guardians of the inmates.
- k. To work closely with all hostel sub-committees.
- l. Room allocation to the students , and to issue furniture/electrical items to each student for placement/installation in the room. The warden shall seek approval from the chief warden for the same.
- m.. Forward all the applications on hostel matters from students to the chief warden. n. To ensure proper maintenance of the hostel rooms, common room, toilets, mess and premises i.e. coordination with Electrical maintenance section, building section and sanitary department.
- o. Maintain the proper record and recovery of hostel dues.
- p. To ensure proper water supply and drinking water arrangement in the hostel.
- q. Maintain the Hostel stock register
- r. To report to the chief warden the names of the students who are violating the mess rules and defaulters in clearing the mess dues.


Principal

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- s. To supervise the leave record of the students (To keep a watch on the In and Out register)
- t. Supervise the work of hostel support staff and security guards
 - u. To take a daily roll call and to maintain attendance registers.
 - v. Arrange for visit of students to the library during night
 - w. Regular visit to students rooms to solve the day to day problems of the students
 - m. To advise and guide in the smooth running of the mess i.e., display of the menu of the week and maintaining the quality of the food
 - x. Take action on the complaints noted in the complaint register
 - y. To maintain leave register for workers and forward their leave application to the honorary warden
 - z. To arrange for medical help (doctor/ambulance) to the students in case of any medical emergency.

*The residential wardens have the same roles and responsibility of warden. Additionally he/she should stay in the allotted room at the Hostel. No residential warden is allowed to stay outside of the hostel.

- CC: 1. Vice Principal
- 2. Chief Warden
 - 3. Facility Manager