

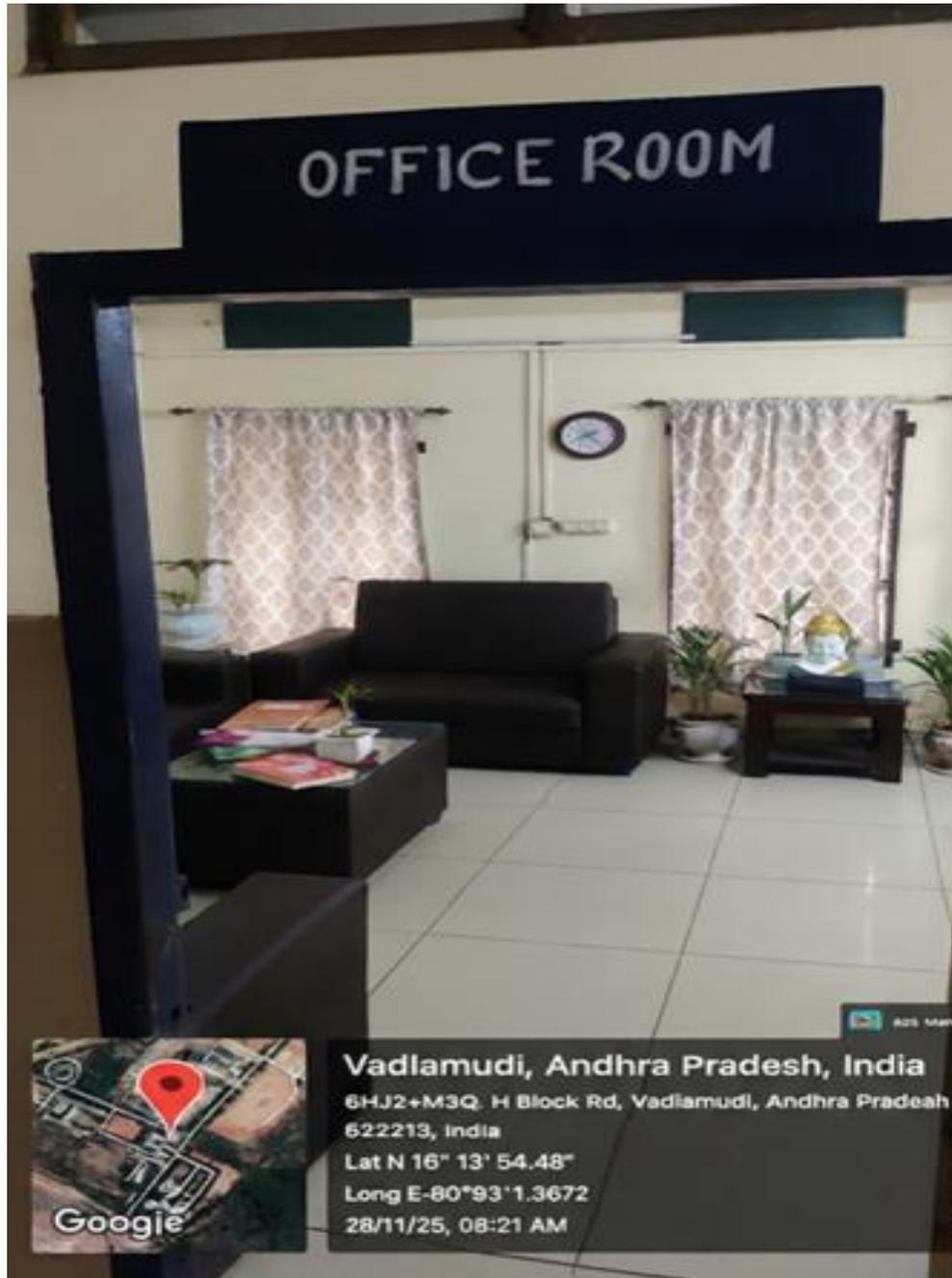


VIGNAN'S

FOUNDATION FOR SCIENCE, TECHNOLOGY & RESEARCH

(Deemed to be University) - Estd. u/s 3 of UGC Act 1956

Warden Office

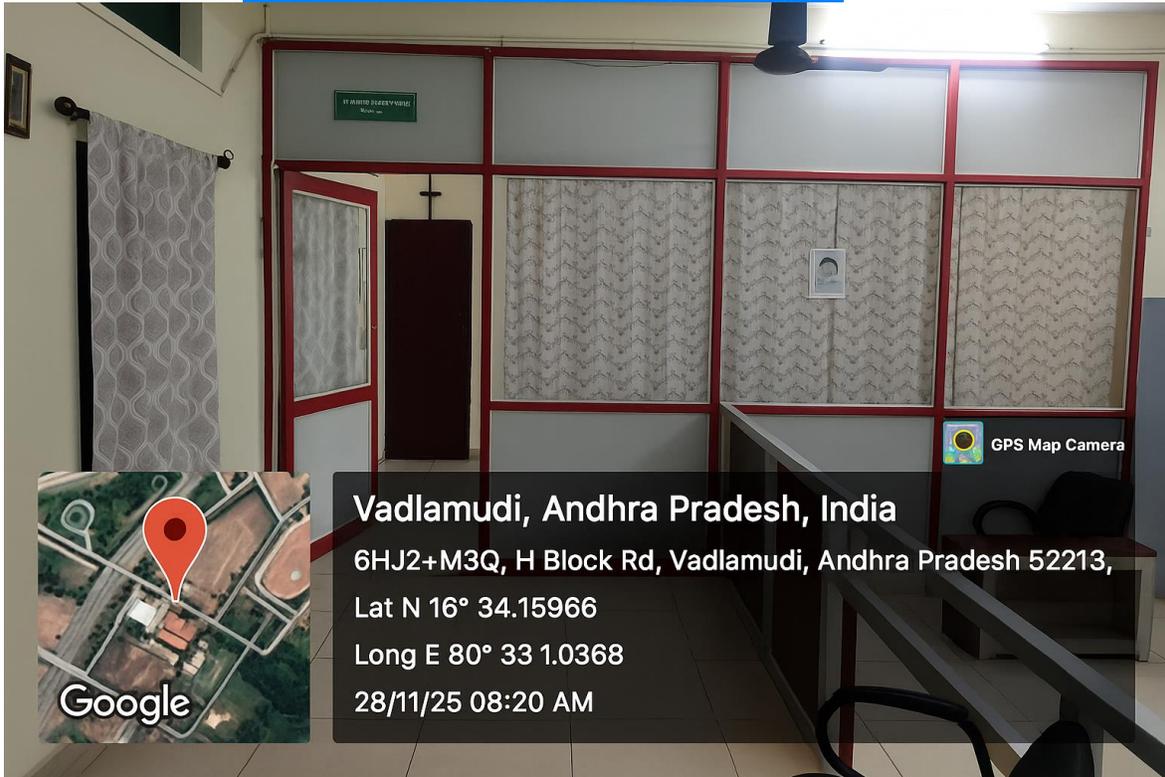




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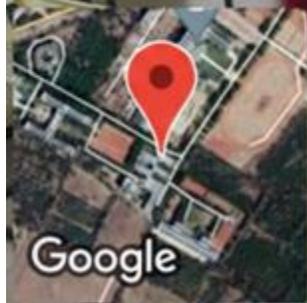
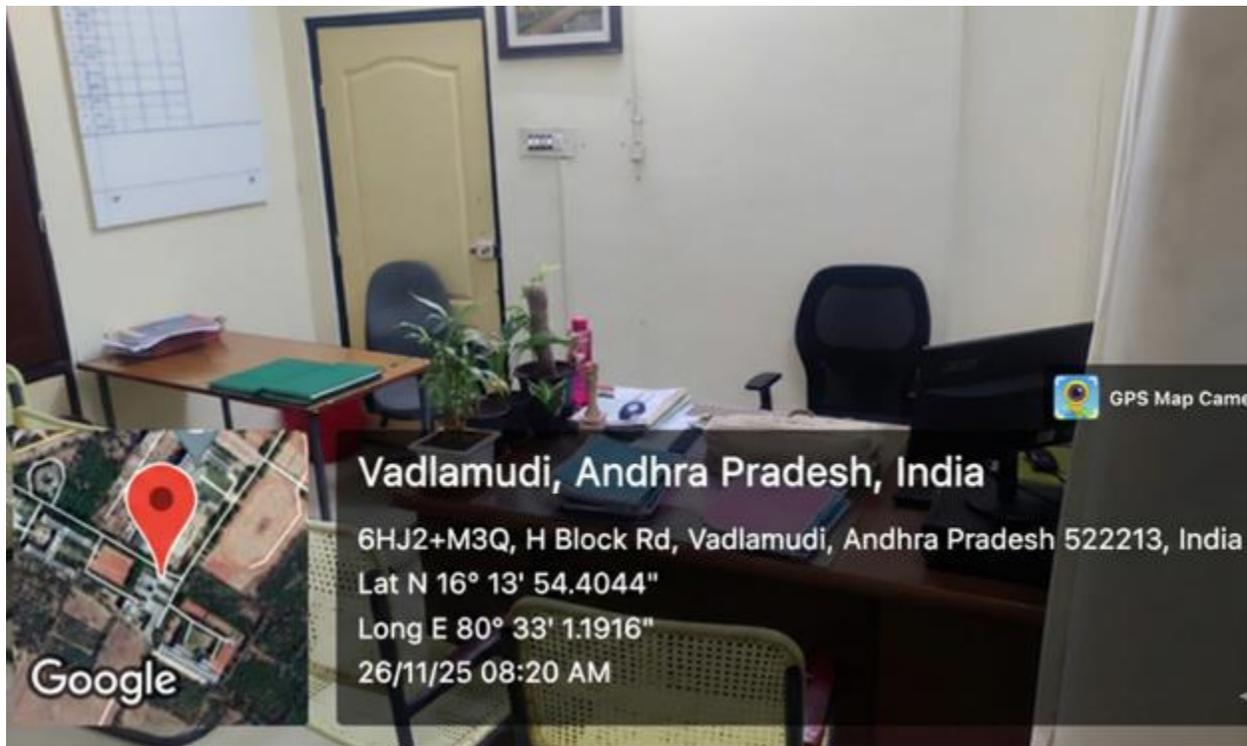
Vadlamudi, Andhra Pradesh, India

6HJ2+M3Q, H Block Rd, Vadlamudi, Andhra Pradesh 52213,

Lat N 16° 34.15966

Long E 80° 33 1.0368

28/11/25 08:20 AM



Vadlamudi, Andhra Pradesh, India

6HJ2+M3Q, H Block Rd, Vadlamudi, Andhra Pradesh 522213, India

Lat N 16° 13' 54.4044"

Long E 80° 33' 1.1916"

26/11/25 08:20 AM

ROLES & RESPONSIBILITIES OF HOSTEL CHIEF WARDEN

01. Responsible to receive all types of complaints (Laundry complaints, hostel facilities complaints) from students / staff and issue necessary instructions to rectify them within appropriate time.
02. Check and ensure to prepare and maintain master list of students and rooms indicating the student's names, course, phone contact numbers and home addresses
03. Counsel the absentees for study hours/class hours/night attendance on regular basis. Minimum 5% of absentees should be physically counselled on every working day. A record of counseling is also should be maintained.
04. Regularly check and ensure that safety and security aspects of the hostels are maintaining correctly.
05. Take pro-active measures to prevent entry of drugs culture in hostel, prevention of late to classes / study hours.
06. Take pro-active measures to prevent irregularity indiscipline of students of incoming and out going timings of students.
07. Check and ensure that the study hours are conducting smoothly with the help of staff.
08. Check and ensure that mess committee meetings are conducting once in every month.
09. Check and ensure that the following records are maintaining properly by concerned staff:-
 - a) Hostel information and inspection records updating regularly.
 - b) Complaints registrar, Daily workers work done details, staff attendance register.
 - c) Daily reports submitted by Staff.
 - d) Student attendance register.
10. Grant the leave to the staff in accordance with the rules.
11. Supervising the staff to check ensure for proper maintenance of hostel rooms and premises.
12. Check and ensure the residents in the hostel are all eligible to stay.
13. Regularly Monitor the students have less attendance.
14. Do and other related work assigned by Dean Students Affairs and Management.

CARETAKERS DUTIES

- a. Smooth Day-to-day functioning of the Hostel activities related to students.
- b. Responsible for up keep and maintenance of student rooms and hostel premises.
- c. Regularly inspect all the facilities like toilets, water resources cleanliness etc. and finalized any deficiency informed to authorities.
- d. Bring up any issues related to the hostel students to bring the notice of the authorities.
- e. Should ensure that all the students of the hostel attend the Physical Training classes in the morning.
- f. Ensure strict discipline within the hostel Campus.
- g. Make sure that every student should wake up before 5:30 A.M. daily and do Morning Exercises like Walking / Jogging till 6:30 A.M.
- h. Advise them to complete their personal works and have their shower and complete their breakfast atleast 20 minutes before the college 1st period timings (Please make sure to have the college timings of the students).
- i. Make sure that every one of them attend their classes daily and at least 5 minutes earlier to their classes and don't let them stay back in the hostel rooms for any unnecessary reason.
- j. Obtain the absentees list from attendance portal and ask them to reason for absent everyday.
- k. On identifying the reasons from the absentees, counsel and motivate them not to report absent or go late to the classes, thereafter.
- l. If anybody is found to persist with a habit of going late/absent to the college, bring it Immediately to the notice of higher authorities (HOD concerned) and also their parents
- m. Make sure that the students should to go to bed before 10.30PM so that they can wake up early in the morning.
- n. Please make all the students to follow the rules and regulations of the hostel positively through continuous counseling and motivation and see that the students come out with flying colors.
- o. Carefully handle all the sensitive issues keeping the interest of the students paramount.
- p. Will act as a vital link between the Management and students residing in Boys hostel.
- q. Do any other related works entrusted by the authorities from time to time.
- r. Make sure all students registrar their thumb as per thumb timings in the biometric machine.
- s. Send Backlogs students to study hours as per study hour time table regularly.


CHIEF WARDEN