



HOSTEL WARDEN OFFICE

Website Link: <https://newhorizoncollegeofengineering.in/hostels/>

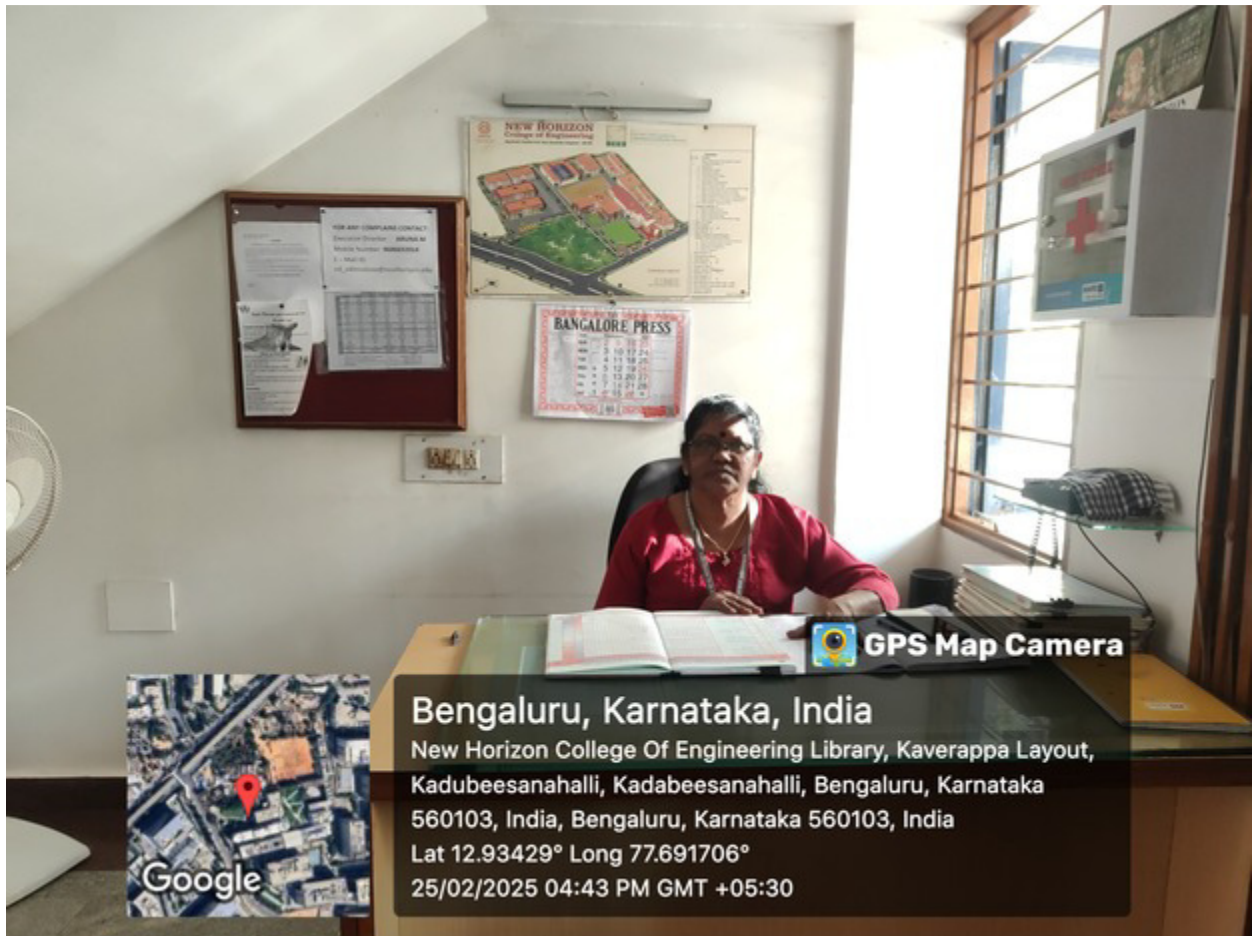
Wardens

Hostel	Wardens
Sir. M. Visvesvaraya Block-Boys	Mr. Ramesh Babu
Swami Vivekananda Block -Boys	Mr. Anil Kumar
Shahid Bahgat Singh Block -Boys	Mr. Ramesh Babu
NHVM Hostel -Boys	Mr. Prabakar Rao
Shahid Bahgat Singh Block -Girls	Ms. N Sumangali
Jhansi ki Rani Block - Girls	Ms. Shanthi P
Rani Chennamma Block- Girls	Ms. N Sumangali

Warden Office - Boys



Warden Office – Girls



Duties & Responsibilities of Hostel Warden

1. He/she should report to the Registrar for all matters pertaining to the Hostel
2. He/she should ensure that Hostel Rules & Regulations are strictly followed by all the wardens/staff and students staying in the hostel.
3. He/she should ensure that hostel premises are kept clean all the time.
4. He/she should ensure that the meal served in the mess is as per the approved menu and quantity.
5. He/she should be present in the dining hall during meal timings to ensure proper distribution and prevent food being taken out of the dining hall.
6. He/she should ensure that mess timings are followed strictly.
7. He/she should ensure that no student enters the hostel through the kitchen area at night.
8. He/she should sign the mess register everyday confirming the number of students dining for that particular day.
9. He/she should ensure that mess timings are followed strictly.
10. He/she should be responsible for the safety and security of all the students at all times.
11. He/she should ensure that hostel inner gate remain locked between 10 P.M. and 6 A.M.
12. If any student reports sick, they should immediately make arrangements to take the student to the nearby hospital by providing financial assistance if required which will be reimbursed to him the next working day.
13. He/she should closely monitor the daily attendance and the absentees names should be given to the Senior warden, the next working day for further follow up.
14. He/she should ensure that security staff at hostel gate does their duties properly.
15. He/she should ensure all the water coolers are cleaned once in 15 days & maintain proper records of it.
16. To maintain the leave record of the students (To keep a watch on the In and Out register).
17. He/she will be in charge of safe keeping of all the keys (Door, Almirah, Locker etc.) of the room which are not occupied.

18. He/she should ensure that no student stays back in the hostel during college hours without written permission from the HOD.
19. He/she should frequently visit the students room and ensure that the rooms are kept in tidy & organized condition.
20. He/she should be on call 24 x 7 and during time of emergencies.
21. He/she should ensure availability of FIRST AID kit with the security and monitor the use of medicine.
22. He/she should ensure that every student in the hostel posses hostel ID card and frequent checks to be carried out by him to prevent any outsider staying in the hostel.
23. He/she should facilitate smooth functioning of the 'Doctor's Clinic' and assist the 'Visiting Medical practitioner'.
24. Under no circumstances, he should supply any type of oral medicine to any student for any kind of illness. Student should procure the medicine as per the doctor's advice only.
25. He/she should attend, solve and report to the 'Chief warden' any other matter that might require immediate attention for the day to day smooth functioning of the hostel.
26. He/she should act as a friend, philosopher and guide. Should counsel /motivate the students to perform better in academics / extra curricular activities.
27. When a student vacate the hostel, he should raise vacating report and collect the ID card, Door & Almirah keys. The report is to be handed over to the College accounts.
28. Seeking permission from parents/guardians of those students going out for picnics / Tours other than those conducted by the Institution.
29. Wardens have got the rights to check Hostel rooms if wards are found suspicious for indulging in intoxication of any kind.
30. Maintain the Hostel stock register.
31. To issue outgoing pass to hostel students while checking for aunticity for going out of hostel.
32. He /she should maintain updated bio-data of all the students staying in the hostel.
33. He / should ensure students read newspapers in the reception area only and they should not take the newspaper to their rooms.

Prof. 7/11/2022

Handwritten signature in green ink.