

Hostel Rector

1. Responsible for allotment of rooms to the admitted students.
2. Responsible for the code of conduct, disciplines and maintenance in the hostel campus.
3. Looks into the grievances/complaints of the students if found genuine.
4. Responsible for the, hygiene, sickness, food, health and sanitation of the hostel campus.
5. To supervise the functioning of Mess, to Look after for the quality of food served in the hostels.
6. To Permit for stay of guest with prior approval according to the Hostel Rules.
7. Responsible for the hostel staff attendance, leave, human resources and the smooth function of the hostel work.
8. To conduct hostel and other relevant committee's meetings on time and take review of the progress reports and compliances.
9. To process for the procurements of hostel requirements through proper channel.
10. To ensure the correctness of receipts, issuance of mess stores, crockery etc. and the stock balance with the help of Hostel Assistant
11. To verify Stock Register and process the bills received from suppliers with the help of Hostel Assistant.
12. Responsible for the overall security of the Hostels in co-ordination with security staff of the Institution.
13. To regular Supervise the overall functioning of the hostel campus.
14. To make awareness of rules and regulations of Hostel to the parents.
15. Reports to the Director in case of any indiscipline or misbehavior by the students.
16. To follow the Anti Ragging guidelines given by the UGC / AICTE in the hostel campus.
17. Arranges for first-aid in case of any emergency and arrange for hospitalization of student/staff, if required.
18. Rector / College officials have the authority to check the room and visit the students at any time.
19. Rector is custodian and in-charge of all the hostel properties.
20. Rector must take regular feedback from all stakeholders and action thereof.