

# **University Hostel Regulations**

## **2023**



**UNIVERSITY OF SARGODHA**

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## 1. SHORT TITLE, COMMENCEMENT AND APPLICATION

- i. These Standard Operating Procedures may be called ‘University Hostel Regulations-2023’
- ii. These regulations shall come into force at once and shall apply to all Hostels of University of Sargodha.

## 2. COMMITTEE OF HOSTELS

There will be a Hostel Administrative Committee to cater with all the administration of the hostels. The committee shall comprise of the following:

- i) Chairperson Hall Council (Chairman)
- ii) One Professor nominated by the Vice-Chancellor
- iii) One Associate Professor (other than warden/superintendent) nominated by the Vice-Chancellor
- iv) All Deputy Chairpersons Hall Council
- v) All Wardens of hostels
- vi) All Superintendents of hostels
- vii) Director Student Affairs
- viii) Resident Officer
- ix) Registrar or his nominee not below the rank of Deputy Registrar
- x) Treasurer or his nominee not below the rank of Deputy Treasurer
- xi) Project Director (Works) or his nominee
- xii) University Purchase Officer
- xiii) Secretary Hall Council (Secretary)

### 2.1 Functions of Committee of Hostels

- i) To frame and recommend the rules and regulations of the student’s admission
- ii) To frame and recommend the discipline rules of the hostels
- iii) To approve the recommendations of the hostel discipline committee
- iv) To constitute a Hostels Inspection Committee
- v) To settle all inter Hall problems/ disputes
- vi) To suggest structural changes in the building of the halls to be constructed in future.
- vii) To arrange the furniture, kitchen utensils etc. through University Purchase Officer, if new building start as hostel.
- viii) The quorum of the committee shall be 50 %.

## HOSTELS ADMINISTRATION

- i) There will be an Office of the Chairperson Hall Council (CHC). The hostels shall function under the administrative control of the CHC. There will be separate Deputy Chairperson Hall Council (DCHC) for male and female hostels. There will be a Warden and Superintendent for each hostel. Assistant Superintendent can also be appointed, if required.
- ii) The Wardens will act under the supervision and directions of the CHC through DCHC concerned. Superintendents/ Assistant Superintendents will work under the supervision of the DCHC concerned through Warden of respective hostel.
- iii) The decisions will be implemented by all the DCHC, Wardens and the Superintendents. The policy decision as per situation arises may be defined by the Office of the CHC and approved by the Vice-Chancellor as and when required.
- iv) The Hostel Administration as well as CHC/ DCHC may be allowed additional perks/ financial benefits as approved by the Vice Chancellor from time to time.

### 3.1 Staff for each Hostel

The administrative staff for office of each hostel shall be as under:

- i) Hostels having boarders upto 300
  - a. 01 Senior Clerk
  - b. 01 Junior Clerk
  - c. 01 Data Entry Operator
  - d. Attendants
- ii) Hostels having boarders above 300
  - a. 01 Assistant
  - b. 01 Senior Clerk
  - c. 01 Junior Clerk
  - d. 01 Data Entry Operator
  - e. Attendants

Note:

- i. The above strength of staff can be increased/ decreased base upon increasing number of boarders/ students.
- ii. The inter-hostels transfer of the staff will be preferably done after every three years or depending upon the issues or as per progress assessment by the Hall Council.

### OFFICE OF THE CHAIRPERSON HALL COUNCIL

The constitution and working of Office of the Chairperson Hall Council will be as under:-

1. The staff of the Hall Council will work directly under the supervision of the CHC, which will be consisted of following office bearers: -
  - i) 01-Secretary Hall Council (BS-17)
  - ii) 01-Assistant Registrar/Admin Officer (BS-17)
  - iii) 01- Programmer/ IT Expert (BS- 16) for hostel automation
  - iv) 01-Junior Auditor (BS-14)
  - v) 01-Office Assistant (BS-16)
  - vi) 01 Junior Clerks (BS-11)
  - vii) 04 Plumbers (BS-06)
  - viii) 03 Electricians (BS-08)
  - ix) 03 Electrician Helper (BS- 01)
  - x) 03 Carpenter (BS-05)
  - xi) 03 Generator Operator (BS-05)
  - xii) 08 Baildar (BS-01)
  - xiii) 01 Naib Qasid (BS-01)
2. Establishment expenditure of the above office bearers will be borne and managed by the University. However, all the recurring and non-recurring expenditure of the CHC office will be met from the UOS Hostels Saving Account as per SOPs.
3. There will be a UOS Hostels Saving Account and all savings of hostels will be deposited/ transferred in this saving account at the end of every financial year. The Chairperson Hall Council and the Treasurer, University of Sargodha will be the joint signatory authorities of this account.
4. The office of the Treasurer will be responsible to manage/ get the accounts of hostels audited by the Internal Audit Officer of the University annually on the request of the Chairman Hall Council.
5. The Internal Audit Report will be placed before the hostel administrative committee. The results will be reported to the Vice Chancellor through CHC for taking appropriate action.
6. All the bills, other than mess and utility bills, will be processed through the office of the CHC.

## 2.2 General Working

- i) There will be one Bank Account with the title “Hostel Fund “for each hostel other than Mess account.
- ii) “Hostel Fund” Account will be maintained and controlled by the Warden and Superintendent of the respective hostel, which shall be jointly operated.
- iii) There will be a separate Mess Accounts for each hostel which will be operated by the concerned Warden and Superintendent jointly.
- iv) All hostel dues will be deposited in the “Hostel Fund Account” of the hostel concerned.
- v) The mess/ hostel security, mess bills and guest charges will be deposited in the “Mess Account” of the hostel concerned.
- vi) The amount of Room Rent charges collected from the boarders will be transferred to the University collection account controlled by the Treasurer, and the Warden and Superintendent of respective hostel will be responsible for this.
- vii) The challan voucher for annual hostel dues will be issued to admitted students with the direction to deposit the said dues within seven days of issuance. In case of non-submission, the chance will be given to the student next on merit.
- viii) It is mandatory for every guest who will reside in the hostels to pay the charges as per approved policy.
- ix) There will be an Imprest money of Rs.100,000/- out of Mess Account in the name of Superintendent concerned for day-to-day mess expenditure. It will be replenished on consumption of 75% amount of Imprest. A comprehensive and self-contained account will be maintained for expenditure from Imprest. The account will be finalized with the joint signature of Warden and Superintendent of the hostel concerned.
- x) Salary bills of hostel paid employees will be prepared and vetted by Junior Clerk/Senior Clerk/Assistant and Superintendent of hostel concerned and be forwarded to the office of Chairperson Hall Council through proper channel till 25<sup>th</sup> of every month for payment to the concerned employees through their bank accounts.
- xi) All the renovation/ construction of the Hostel(s) work will be carried out after getting lowest bids preferably in consultation with Engineering Branch of the University and concerned worker of the hostel.
- xii) The payments more than Rs.20,000/- will be paid through crossed cheques, to the vendors and mess security to the mess members.
- xiii) All payments other than Mess will be processed by the hostel concerned through the Junior Auditor’s office of the Chairperson Hall Council. The Junior Auditor’s office will ensure vetting / verification and pre-audit of bills before submission to Resident Auditor’s office.**
- xiv) There will be a mandatory uniform prescribed for hostel attendant, sweeper and mess worker. The concerned hostel will provide four free of cost uniforms to each official in a year (two uniforms for summer & two uniforms for winter season).
- xv) To evaluate the current status of the health of mess related employees, university/ hostel paid medical checkup fitness certificate from University Medical Officer (UMO) is mandatory on yearly basis. The cost of lab investigation and UMO fee will be paid from respective hostel fund.

- xvi) There will be a Mess Purchase Committee in each hostel. The constitution of the committee will be as under: -
1. Warden (Convener)
  2. Superintendent (Member)
  3. Assistant Superintendent (if available) (Member)
  4. Students of mess committee (06- 10) (Member)
  5. Assistant/ Clerk of hostel concerned (Secretary)
- xvii) There will be a Purchase Committee of hostel. The constitution of the committee will be as under: -
1. Chairperson, Hall Council (Chairman)
  2. Deputy Chairperson, Hall Council (Girls) (Member)
  3. Deputy Chairperson, Hall Council (Boys) (Member)
  4. Warden, Girls' hostel (nominee of CHC) (Member)
  5. Warden, Boys' hostel (nominee of CHC) (Member)
  6. Warden, hostel concerned (Member)
  7. Superintendent, hostel concerned (Member)
  8. Secretary/Assistant Registrar/ Hostel Official (Secretary)
- xviii) There will be a hardship committee to resolve the hardship issues of the hostels, as per following: -
1. Chairperson, Hall Council (Chairman)
  2. Deputy Chairperson, Hall Council (Girls) (Member)
  3. Deputy Chairperson, Hall Council (Boys) (Member)
  4. Warden, Girls' hostel (nominee of CHC) (Member)
  5. Warden, Boys' hostel (nominee of CHC) (Member)
  6. Assistant Registrar, Hall Council (Secretary)
- xix) There will be a following committee to inspect/ check the quality of hostels mess: -
1. Deputy Chairperson, Hall Council (Girls/Boys) (Convener)
  2. Warden, Girls' hostel (nominee of CHC) (Member)
  3. Warden, Boys' hostel (nominee of CHC) (Member)
  4. Director Students Affairs/ or his nominee (Member)
  5. Director, IFSN or his nominee (Member)
  6. Superintendent, Girls' hostel (nominee of CHC) (Member)
  7. Superintendent, Boys' hostel (nominee of CHC) (Member)
  8. Secretary, Hall Council (Secretary)

**Note:** The respective Deputy Chairperson, Hall Council will be convener of the committee in the hostel concerned.

- xx) There will be a committee to maintain the discipline in hostels, as per following: -
1. Chairperson, Hall Council (Chairman)
  2. Deputy Chairperson, Hall Council (Girls) (Member)
  3. Deputy Chairperson, Hall Council (Boys) (Member)
  4. Warden of hostel (nominee of CHC) (Member)
  5. Superintendent, Girls' hostel (nominee of CHC) (Member)
  6. Superintendent, Boys' hostel (nominee of CHC) (Member)
  7. Secretary/Assistant Registrar, Hall Council (Secretary)

xxi) There will be a Uniform Committee of hostel to decide the uniform for hostel attendants, sweepers and mess works, as per following: -

1. Chairperson, Hall Council (Chairman)
2. Deputy Chairperson, Hall Council (Girls) (Member)
3. Deputy Chairperson, Hall Council (Boys) (Member)
4. Warden of hostel (nominee of CHC) (Member)
5. Superintendent, Girls' hostel (nominee of CHC) (Member)
6. Superintendent, Boys' hostel (nominee of CHC) (Member)
7. Secretary/Assistant Registrar, Hall Council (Secretary)

### 2.3 Mess Policy

- i. The list of monthly mess dues will be displayed before the 10<sup>th</sup> date of every month by each hostel and challan of mess dues will be issued to the boarders accordingly with the clear direction to deposit the mess dues within 10 days positively after the issuance.
- ii. The wing in-charge (attendant) of the hostel concerned will be responsible to deliver the challan forms to the students in their rooms and also collect the receipt after deposit.
- iii. After the dead line, a fine of Rs.50/- per day will be charged from the students concerned for a period of 05 days and Rs. 70/- per day from 6<sup>th</sup> day to day 15<sup>th</sup>. However, in case of failure to deposit the dues along with fine within stipulated time period i.e. two weeks after the due date, the mess will be stopped.
- iv. All hostel attendants shall coordinate with office staff for generating of hostel bills of all boarders. They will prepare, distribute all mess bills of their assigned floor/area/rooms and take receiving from the boarders. After that, they shall be responsible to give reminders, collect challan forms, submit it to the office and maintain all record of their assigned floor/ area/ rooms.
- v. Boarders and non- boarders can take only one (01) meal at one time. No extra meal is allowed to them. In whole month, they can take only seven (07) extra meals exceeding to this limit will result in stopping extra meal for that specific month.
- vi. The quality/ quantity of mess and cleanliness of hostel will be maintained properly. The wardens/superintendents will be responsible to check the same and report to the Deputy Chairperson Hall Council on weekly basis.
- vii. All the administrative staff may be directed to generate the challan voucher through software which has already been initiated for all hostels. In case of any query, computer programmer (Hall Council Office) may be consulted accordingly.
- viii. Each hostel will reimburse the mess security to the students in the form of cheques only after deducting the pending bills.

### 3. ROLE AND RESPONSIBILITIES OF HOSTEL ADMINISTRATION

The Vice-Chancellor, University of Sargodha will be the Chief Executive Officer of the Hostels.

- i) The Vice Chancellor shall have the powers to:
  - a) Appoint Chairperson Hall Council
  - b) Appoint Deputy Chairpersons Hall Council
  - c) Approve minutes of the Committee of the Hostels
  - d) Approve recommendations of Chairperson Hall Council regarding appointment/ removal of the Wardens and Superintendents/Assistant Superintendents of the Hostels.

- e) Approve recommendations of the Chairperson Hall Council regarding appointment/ removal of the Hostel Paid Employees.
- f) Approve all type of Expenditures exceeding to Rs.500,000/- other than Mess.
- g) Posting/ transfer of office bearers of office of the Chairperson Hall Council will be made after approval of the Vice Chancellor.

### **5.1 CHAIRPERSON HALL COUNCIL**

- i. The Chairperson Hall Council shall be appointed by the Vice-Chancellor and shall hold office till the pleasure of the Vice-Chancellor.
- ii. Any time when the office of the Chairperson Hall Council is vacant, or in his/her absence, the Vice-Chancellor shall make such arrangements for the performance of duties of the office of Chairperson Hall Council as he deems fit.
- iii. Chairperson Hall Council shall be administrative head of the Hostels
- iv. The Chairperson Hall Council shall keep the Vice Chancellor informed about all matters of importance about the hostels.
- v. The Chairperson Hall Council shall convene a meeting of the Committee of Hostels at the beginning of every semester or as and when he/she deems necessary.
- vi. Chairperson Hall Council shall have the powers to:-
  - a) Hold, control and administer the discipline and funds of the hostels.
  - b) Sanction all type of expenditure of Hostels upto Rs.500,000/- other than Mess.
  - c) Forward recommendations for appointment of Hostel Paid Employees after adopting prescribed procedure.
  - d) Sanction salary of the hostel paid employees
  - e) Recommend removal and appointment of Warden and Superintendents of the Hostels.
  - f) Posting/ transfer of hostel paid employees the Chairperson Hall Council will be authorized.
  - g) To carry out the scheduled inspections as well as surprise visit of hostels to ensure proper maintenance of hostel discipline, accounts, record and mess.
  - h) May allow the guest stay up to two weeks or more.

### **5.2 DEPUTY CHAIRPERSON HALL COUNCIL:**

- i. The Deputy Chairperson Hall Council shall be appointed by the Vice-Chancellor and shall hold office till the pleasure of the Vice-Chancellor.
- ii. Any time when the office of the Deputy Chairperson Hall Council is vacant, or in his/her absence, the available Deputy Chairperson Hall Council will automatically look after the responsibilities of the Deputy Chairperson Hall Council on leave due to any reason.
- iii. Deputy Chairperson Hall Council shall have the powers to: -
  - a. Supervise the Accounts of the hostels in consultation with the Warden and Superintendents.
  - b. Sanction all type of expenditure of Hostels up to Rs.100,000/-.
  - c. Make necessary inter hostels' transfers of hostel paid staff after approval from CHC
  - d. Allow the requests of students for hostel change.
- iv. To assist the Chairperson Hall Council regarding overall discipline, administration and maintenance of hostels.
- v. To ensure the implementation of the policies, rules and Regulations issue time to time by the University authorities.
- vi. To follow up the observations as pointed out in the inspection reports of the Chairperson Hall Council
- vii. To guide the Wardens and Superintendents in maintenance of Hostel discipline and Mess.



- viii. To forward the appeals rendered by the students and staff against the decisions made by Warden / Superintendent with his/her comments to the Chairperson Hall Council.
- ix. To carry out the scheduled inspections as well as surprise visit of hostels to ensure proper maintenance of hostel discipline, accounts, record and mess.
- x. To conduct monthly meeting with warden, superintendent and hostel administration as and when deems required.
- xi. May allow the guest stay up till 10 days. For stay more than 10 days Chairperson Hall Council have power of permission.
- xii. Any other duty assigned by the Chairperson Hall Council.

### **5.3 WARDEN:**

- i. The Warden shall be appointed by the Vice-Chancellor on recommendations of the Chairperson Hall Council and shall hold office till the pleasure of the Vice-Chancellor.
- ii. Any time when the office of the Warden is vacant, or in his/her absence, the Deputy Chairperson Hall Council shall nominate the person to look after the duties of Warden with the approval of Chairperson Hall Council.
- iii. Warden shall have the powers to: -
  - a) Supervise the discipline and Accounts of the hostel in consultation with the Superintendents.
  - b) Sanction all type of expenditure other than mess up to Rs.50,000/-.
  - c) Sign all type of cheques with co-signatory of Superintendent.
  - d) Prepare need assessment of the Hostel Paid Employees in consultation with the Superintendent concerned and forward to the Chairperson Hall Council through Deputy Chairperson Hall Council
  - e) To ensure the implementation of the policies, rules and Regulations issued from time to time by the University authorities.
  - f) To guide the Superintendents in maintenance of Hostels discipline and Mess.
  - g) To decide the disciplinary cases of the students, hostel paid staff and will report to the Deputy Chairperson Hall Council.
  - h) To carry out day to day inspection of hostel funds, records, discipline and mess. Any discrepancy(s) will be reported to the Deputy Chairperson Hall Council immediately.
- iv. On the recommendation of the hostel Superintendent/ Students Mess Committee, the Warden may take appropriate decision on immediate Mess requirement(s) in the hostel through utilization of advance money (Imprest money).
- v. Following boarders/ students committee(s) shall be constituted by the Warden to work under the supervision the Superintendent concerned:
  - 1) Mess Committee
  - 2) Hostel Maintenance and Cleanliness Committee
  - 3) Hostel Discipline Committee
  - 4) Social Events Organizing Committee
- vi. To approve the stay of guest(s) up to two nights only in the hostel will be authorized by the Warden. The guest application will be forwarded by the Superintendent. The allotment/ change of room within the hostel will be authorized by the Superintendent in consultation with Warden.
- vii. The Warden shall be required to live in the hostel free of cost to ensure close coordination/ liaison and supervision of the hostel management and boarders. However, mess charges, air conditioner facility will be paid by the Warden himself/ herself accordingly.
- viii. The Warden shall be required to inspect and sign the all registers maintained in the hostel on weekly basis.
- ix. Shall be the Convener of Purchase Committee of hostel concerned.
- x. Any other duty assigned by the Chairperson/ Deputy Chairperson Hall Council

#### 5.4 SUPERINTENDENT

- i. The Superintendent shall be appointed by the Vice-Chancellor on recommendations of the Chairperson Hall Council and shall hold office till the pleasure of the Vice-Chancellor.
- ii. Any time when the office of the Superintendent is vacant, or in his/her absence, the Warden shall look after the duties of the Superintendent on leave. In case, both Superintendent/ Warden is on leave than prior permission is mandatory from the Deputy Chairperson Hall Council.
- iii. Superintendent shall have the powers to:-
  - a) Maintain the financial discipline and accounts of the hostels.
  - b) Maintain the accounts and record of the mess
  - c) Maintain the overall discipline of the hostel.
  - d) Regulate the following record with the assistance of hostel office bearers:
    1. Imprest Money Register
    2. Cash Book
    3. Stock Register
    4. Mess Stock Register
    5. Mess Security Register
    6. Boarders Inn/Out Register
    7. Complaint Register
    8. Guest Inn/Out Register
    9. Utility Expenditure Register
    10. Dry Bread and Empty Bags Register
    11. News Paper Register
    12. Common Room Maintenance and working Register
    13. Mess Charges Register
    14. Mess Attendance Register
    15. Mess Chart/Manu Register
    16. Student's Fine Register
    17. Log Book of the Generator/machinery(s)
    18. Any other register as per demand of the situation
  - e) Sanction all type of expenditure of Hostels upto Rs.10,000/- .
  - f) Sign all type of cheques with cosignatory of Warden.
  - g) Sanction and sign Security Refund Cheques of the Boarders after fulfillment of all codal formalities.
- iv. Prepare need assessment of the Hostel Paid Employee and forward to the Warden.
- v. To ensure the implementation policies, rules and Regulations issued from time to time by the University authorities as well as Government.
- vi. To guide the Student's Committee(s) in running the Hostels discipline and Mess.
- vii. To report the disciplinary cases of all kinds to the Warden.
- viii. Any other duty assigned by the Chairperson Hall Council/Deputy Chairperson Hall Council/Warden.
- ix. Shall recommend all type of emergent requirement of the hostel to the Warden.
- x. May recommend request of the boarder regarding stay of the guest(s) in the hostel for two days.
- xi. The student concerned will be responsible for charges etc of the guest.
- xii. The Superintendent shall be required to live in the hostel free of cost to ensure close coordination/liaison and supervision of the hostel management and boarders. However, mess charges, air conditioner facility will be paid by the Superintendent himself/ herself accordingly.
- xiii. The Superintendent shall give recommendations to the warden for areas of improvement in the hostel, employees, students and any specific function.

- xiv. The Superintendent shall be available, during specified office hours particularly in evening, to discuss problems, issues and other matters with students who wish to consult them.
- xv. To hold weekly meeting with the students Committee(s).
- xvi. The Superintendent shall be responsible to allot the rooms and issue room furniture to each student.
- xvii. The superintendent will be the Secretary of concerned Hall Discipline Committee.
- xviii. The Superintendent shall have the administrative control over the staff assigned to the hostel and shall be responsible for the efficiency of the services of all hostel employees.
- xix. The Superintendent shall be responsible for the cleanliness and sanitation in the hostel, including maintenance of lawns and landscape.
- xx. The Superintendent shall supervise the day-to-day functioning of the canteen and ensure that the items sold in the canteen are fairly priced and under the requisite quality.
- xxi. He/ She shall ensure the recovery of Mess Charges and Fine of the students.
- xxii. The Superintendent shall be required to mark signature at all registers maintained under his/her supervision in the hostel on daily basis.
- xxiii. Shall be the member of the Purchase Committee of hostel concerned.

### **5.5 ASSISTANT SUPERINTENDENT**

Assistant Superintendent of the hostel shall:

- i. Assist the Superintendent in the general administration of the hostel.
- ii. Ensure that no unauthorized person is staying in the hostel.
- iii. Help superintendent for maintenance of hostel discipline accounts register, ledger and other record etc.
- iv. Keep liaison with superintendent for smooth function of the hostel.
- v. The Assistant Superintendent shall be required to live in the hostel free of cost to ensure close coordination/ liaison and supervision of the hostel management and boarders. However, mess charges and utility bills will be paid by the Assistant Superintendent himself/ herself accordingly.
- vi. Take necessary steps for uplift of the hostel as per direction of Superintendent and Warden.

### **5.6 ASSISTANT/ SENIOR CLERK/ JUNIOR CLERK**

- i. Receipt and dispatch including File Tracking System.
- ii. Diarizing (to enter all receipts of the Section in Diary Register) and placing them on relevant files or open new files. Making red entry in the note portion of the files.
- iii. Sorting, distribution and filing of papers.
- iv. Maintenance of registers relating to office files, recorded files, destroyed files and movement register showing the whereabouts of the files received in or sent out of the section. She/ He should also keep a register of pending cases, showing the files required to be submitted for issue of reminders or otherwise on due dates, a register of reference books available in the Section and maintain the following prescribed registers;
  - a) Imprest Money Register
  - b) Cash Book
  - c) Stock Register
  - d) Mess Stock Register
  - e) Mess Security Register
  - f) Boarders Inn/Out Register
  - g) Complaint Register
  - h) Guest Inn/Out Register
  - i) Utility Expenditure Register
  - j) Dry Bread and Empty Bags Register

- k) News Paper Register
- l) Common Room Maintenance and working Register
- m) Mess Charges Register
- n) Mess Attendance Register
- o) Mess Chart/Manu Register
- p) Student's Fine Register
- q) Log Book of the Generator/machinery(s)
- r) Any other register as per demand of the situation
- v. Establishment and accounts matters (preparation of pay bills, T.A. bills, etc.);
- vi. Handling of cash, if posted as a Cashier;
- vii. Stationery indenting, storing and distribution.
- viii. Drafting.
- ix. Supervision of junior staff.
- x. To carry out day to day duty and during maintaining register, if any discrepancy(s) i.e. financial/ discipline/ record/ mess/ any other must be reported to Superintendent/ Warden immediately.
- xi. Any other duty assigned by the immediate head.

#### **5.7 HOSTEL ATTENDANT**

- i. Hostel attendant will remain present in the hostel during working hours and as per time schedule decided by warden/ superintendent.
- ii. Occupancy/ vacation of rooms to/ by the students. (Get the signature of the student on the inventory of the furniture, electrical and other items in the room).
- iii. To ensure proper maintenance of the hostel rooms, common room, toilets, mess and premises.
- iv. To check the proper supply of water in the kitchen, sink, washroom, colors for drinking in the hostel.
- v. To keep a watch so that no unwanted student/person resides in the hostel without the permission of the warden/superintendent.
- vi. Maintaining the record of the Guests/ visitors.
- vii. Daily report to the warden/superintendent about the maintenance of the civil and electrical works, discipline of the students, guest/visitor record and any other noticeable information.
- viii. Supervise the work of helper, gardener and sweeper as direction of the hostel administration.
- ix. To coordinate with security guard, generator operator, plumber, carpenter and electrician regarding provision of facility to the boarders.
- x. To distribute mess bills in the rooms of boarders and to collect the same after payment.
- xi. To mark the mess/ night and entry/ exit attendance of the boarders.
- xii. To attend hostel landline telephone and intimate the boarders in their rooms to receive the call of their parents/ guardians.
- xiii. To carry out day to day duty, marking attendance/ maintaining registers, if any discrepancy(s) i.e. discipline, record, mess must be reported to Clerk, Assistant Superintendent/ Superintendent immediately.
- xiv. Any other duty assigned by the immediate head.