

## **Institute Hostel Management**

1) The institute hostel management consists of

- (i) Chief Warden (Boys) for all Boys Hostels.
- (ii) Chief Warden (Girls) for all Girls Hostels.
- (iii) Warden team of the respective hostel.

2) Hostels function under the administrative control of the Chief Warden Boys/ Girls.

There are two or more wardens in each Boys hostels and two wardens in each Girls hostels. All the Wardens act under the supervision of the Chief Warden Boys or Chief Warden Girls hostel respectively, for the boys and girls hostels.

The policy framework/ decisions regarding hostels is decided by the Chief Warden Boys/ Chief Warden Girls, in consultation with the Director. Hostel Policies are implemented by the Chief Warden (boys), Chief Warden (Girls) and Wardens.

Each hostel has a “**Hostel Management Committee (HMC)**” of the following structure:

- (i) **Warden: *Convener*,**
- (ii) **Care Taker: *Member*,**
- (iii) **Hostel President (Student): *Member*,**
- (iv) **Hostel Manager (Student): *Member*.**
- (v) **Hostel Secretary (Student): *Member*.**

The Hostel President, Manager and Secretary are appointed by the Hostel Wardens through interview, after inviting applications. One hostel secretary for Civil Maintenance and one for Electrical Maintenance may be also appointed. In addition, Wardens can also appoint 3-5 hostel student representatives to help them in hostel administrations.