

## **WORKING PROFILE OF THE POSTS**

### **1. Hostel General Secretary**

1. The Hostel General Secretary will ensure the well being of entire hostel.
2. He/she will plan the semester budget and an activity calendar for the duration of their term in consultation with the HMC.
3. He/she will lead the Hostel in all the Inter-Hostel Competitions.
4. He/she will decide on the list of amenities/ repair/ modifications/ replacements needed to be done in the hostel, and ensure, through the Maintenance Secretary, once approved by the concerned authorities, its subsequent implementation.
5. It is the responsibility of the Hostel General Secretary to work throughout the year to ensure that the commitments laid down in the budget, once approved, are followed during his/her term.
6. He/she shall ensure that predefined procedures are being followed by their HMC members and in case of inactivity report the same to Chairman, HMC, for necessary action.
7. He/she shall call for General Body Meetings at least twice every semester to ensure an open forum to address public grievances.

## **2. Convener, Mess Management Committee**

1. The Convener, Mess Management Committee will ensure the smooth functioning of the Mess, Canteen and Juice Center of the Hostel throughout the year.
2. He/she will lead a six-member team to decide on the regular policies concerning the above services.
3. He/she will work as a Member of Mess Management Team, a HAB level Student Sub-committee, to ensure that common issues w.r.t. Hostels Services of Mess, Canteens and Juice Centers are addressed and resolved through Meetings.
4. He/she will provide a periodic feedback on the Hostel Services and will initiate the process for termination of the contract, if need arises.

## **3. Maintenance Secretary**

1. Maintenance Secretary will be responsible for the general maintenance of the Hostel and Hostel property.
2. He/she, after consultation with the Warden/Assoc. Warden will be required to present proposals to the Maintenance/ Engineering Cell for electrical and civil works as and when required.
3. He/she will serve as a Member of the Hostel Maintenance Subcommittee, a HAB level Sub-committee and address issues related to all Hostels in common.
4. He/she will be responsible for maintaining the First-Aid box, T.V. Room and Common Lounge.
5. He/she will be responsible for the Photocopy-Stationary-PCO facility
6. He/she will also ensure proper maintenance of Hostel Grounds.

#### **4. Sports Secretary**

1. The Sports Secretary will be in charge of all the sports activities in the Hostel.
2. He/she will plan and organize intra-hostel sports events to promote sports within the hostel.
3. He/she shall ensure hostel participation in inter-hostel sports events.
4. He/she will put forward the proposal for purchase of sports equipments and ensure that they are properly maintained.

#### **5. Cultural Secretary**

1. He/she will be the in-charge of all the cultural activities of the Hostel.
2. He/she will ensure that the Hostel is represented in all Inter-Hostel competitions by the best possible team.
3. He/she will head the Cultural Committee in the Hostel and ensure that ample events are organized to cater the talents of all boarders of the Hostel.
4. He/she is an invitee of the Cultural Board, Students' Gymkhana headed by General Secretary, Cultural Board, which decides all the cultural activities of the Institute.
5. He/she will organize Intra-Hostel cultural events/ competitions.

## **6. Literary Secretary**

1. He/she will be the in-charge of all the literary activities of the Hostel.
2. He/she will be a Representative of the 'LitSoc' the literary society of Institute and will carry out responsibilities as assigned by the Literary Secretary of the Students' Gymkhana.
3. He/she will be a Representative of the Publication Subcommittee (PSC) and shall extend his/her support and when requested.
4. He/she is responsible for maintenance and proper functioning of the Hostel Library.
5. He/she is also responsible for maintenance of lounge and subscription to newspapers and magazines of Hostel.

## **7. Technical Secretary**

1. He/she is responsible for maintaining the Hostel website and updating it from time to time. He is also responsible for maintaining a database of Hostel alumni.
2. He/she will be responsible for maintenance of Hostel Printer.
3. He/she is also responsible for the various facilities which would be provided through the Hostel website.
4. He/she is in-charge of all the technical activities of the Hostel.
5. He/she ensures that the Hostel is represented in the Inter-Hostel competitions by the best possible team.
6. He/she will organize Intra-Hostel Technical Events/Workshops.
7. He/she is an invitee of the Technical Board, Students' Gymkhana headed by General Secretary, Technical Board, which decides all the technical activities of the Institute.

### **8. Welfare Secretary**

1. He/she will be an invitee to the HMC and will have the right to express his opinion regarding the policies framed by the HMC.
2. He/she will be a Member of the Students' Welfare Board headed by the General Secretary, SWB and carry out the responsibilities assigned by the General Secretary, SWB.
3. As the Hostel's Counseling Cell Coordinator, he will report to General Secretary, SWB
4. He/she, along with the Hostel General Secretary, will organize Freshers Orientation in Hostels and ensure that all issues of Freshers are resolved.