

Roles and Responsibilities of Hostel Deputy Warden

Responsible for allotment of rooms to the students.

Responsible for maintenance for Hostel.

Looks after the quality of food served in the hostels.

Responsible for maintaining the database of the students and their guardians.

Keeps strict discipline in incoming and outgoing of students from the hostels.

Reports to the Chief Warden in case of any indiscipline or misbehaviour by the students.

Looks into the grievances/complaints of the students if found genuine.

Arranges for First-Aid in case of any emergency and arrange for hospitalization of student/staff.