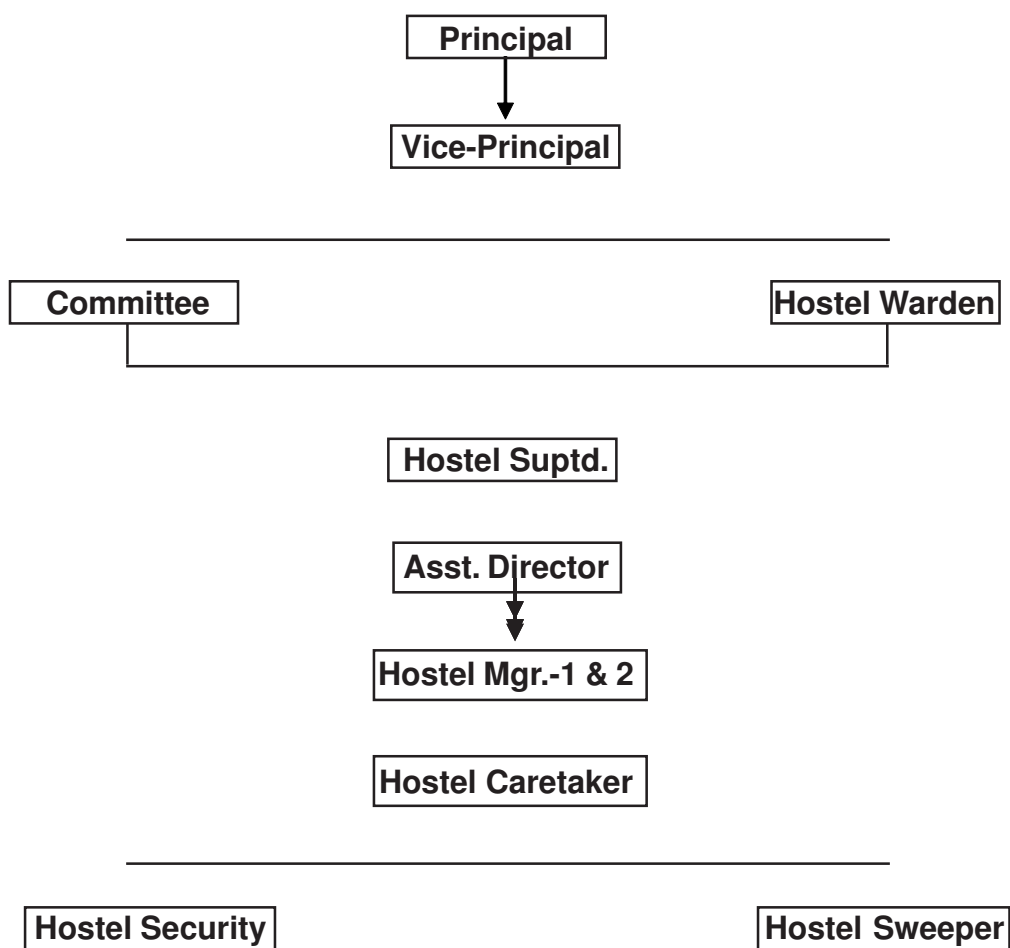


Organisation Diagram



Hostel Official Work

- 1. Hostel Admission**
 - a) Counselling
 - b) Documentation & Deposit
 - c) Allotment of Seat
- 2. Rents & Bills**
 - a) House Rent
 - b) Electricity & Water Rent
 - c) Misc. Rent
 - d) Transportation
 - e) Security
 - f) House Keeping
- 3. Accounts**
 - a) Caterer Bill
 - b) Students Account
- 4. Assets**
 - a) Maintenance of Assets Record

Field Management

- 1. Food Distribution Management**
- 2. Health Care Management**
- 3. Guardians Correspondence / Communication**
- 4. Security Duty Management**
- 5. Transport Management**
- 6. House Keeping Management**
- 7. Maintenance Management**
- 8. Electric Gadgets Management**

Student Activity Management

- 1. Daily in / out Management**
- 2. Maintain of study hour Management**
- 3. Management of Disciplinary Matter**
- 4. Vacation leave Management**
- 5. Management of use / keeping of Mobile Phone**
- 6. Extra Academic Activities Management**

Hostel Organisation Structure

Committes

1. Hostel Management Committee

- a) Principal (Chairman)
- b) Vice-Principal
- c) Asst. Director (Convener)
- d) Hostel Superintendent
- e) Hostel Manager

2. Hostel Disciplinary Committee (Girls)

- a) Rachita Pani, Convenor
- b) Mamta Manjari Lenka
- c) Sonika Priyadarsini

3. Hostel Disciplinary Committee (Boys)

- a) Rachita Pani, Convenor
- b) Mala Acharya
- c) Siba Pradhan
- d) Manoj Ku. Das
- e) Ranjan Ku. Moharana

4. Hostel Food Committee

- a) Vice-Principal
- b) S. K. Khuntia
- c) D. Ghosh
- e) Sibaram Behera

5. Hostel Extra Activity Committee

- a) Hostel Manager
- b) C. K. Mishra
- a) A. R. Nayak
- d) Asit Ku. Patra

Hostel Duties & Reporting-2014

Sl. No.	Area	Particular	Prepared / Distribution by	Verified by	Approved by
1	Admission & Re-admission	i) Counselling ii) Documentation iii) Collection of Fees	Hostel Suptd. Hostel Manager	Vice-Principal Asst. Director Asst. Director	Principal Vice-Principal Vice-Principal
2	Rents & Bill	All	Asst. Director Hostel Mgr.	Vice-Principal	Principal
3	Accounts	All	Asst. Director Hostel Mgr.	Hostel Suptd.	Vice-Principal
4	Assets	All	Asst. Hostel Mgr.	Hostel Suptd. Asst. Director	Vice-Principal
5	Food	All	Care Taker-2	Hostel Suptd. Minor-Self Major-Committee	Vice-Principal
6	Health	All	Care Taker-2 & Care Taker-1	Hostel Mgr.	Vice-Principal
7	Guardians Correspondence	All	Hostel Manager	Vice-Principal	Principal
8	Security Duty Management	All	Care Taker-1	Hostel Suptd.	Principal
9	Transport	All	Care Taker-3	Asst. Hostel Mgr.	Trans. Officer
10	Maintenance	All	Care Taker-3	Asst. Hostel Mgr.	Vice-Principal
11	House Keeping	All	Care Taker-3	Asst. Hostel Mgr.	Trans. Officer
12	Electronic Gajets	All	Care Taker-2	Asst. Hostel Mgr.	Hostel Suptd.
13	Students Daily in/out	All	Care Taker-1	Hostel Mgr.	Vice-Principal
14	Study Hour	All	Hostel Mgr.	Hostel Suptd.	Principal
15	Disciplinary Matter	All	Hostel Mgr.	Vice-Principal Minor-Self Major-Committee	Principal
16	Vacation	All	Hostel Mgr.	Asst. Director	Vice-Principal
17	Use of Mobile Phone	All	Hostel Mgr.	Vice-Principal	Principal
18	Extra Academy Management	All	Hostel Mgr.	Hostel Suptd.	Principal

Appointment of Hostel Warden

Duties & Responsibilities

1. To visit the allotted Hostel twice in a week including Sunday & Holiday when the students are in the Hostel and they will stay for a period of minimum one and half hour.
2. To collect the feed back of student on different services.
3. To make individual / group counselling for Academic improvement / Result improvement.
4. To make an assessment of leaving condition / service standard and satisfaction of the Hostel.
5. To act as member of committee in respective allotted Hostel.

The following Faculties are allotted as Warden for the Hostel

1. Ranjan Ku. Moharana - Hostel VIM-71
2. C. K. Mishra - Hostel GA-475
3. D. Ghosh - Hostel GA-513
4. A. C. Sahoo - GA-363
5. A. R. Nayak - Hostel GA-181
6. Ms. Sulochana Dash - Girls Hostel

Admission Guidelines:

- a) He / she must be a Student of this Institution.
- b) He /she may take admission in Hostel in any year during his/her course of study subject to availability of seat.
- c) He/she must have to comply local guardian visitors photo, Tel. No, Address through parents alongwith with father & mothers details.
- d) Concerned boarder may also avail Hostel seat in advance Prior to the commencement of 1st sem. class duly ordered by Authority.
- e) Minimum 50% of Hostel fees shall be deposited before allotment of seat and rest money shall be cleared before scheduled date/form fill up.
- f) After being convinced of detailed Guideline as approved separately his/her father / mother shall give consent to accommodate their wards in Hostel.
- g) No challenge shall be made from reservation of Room/Bed/Separate Hostel for the wards.
- h) Hostel authority has right to alter their accommodation and terminate their boarder ship of any Moment.
- i) All Hostel boarders shall have to take food as per menu approved.
- j) They shall inform their grievances for food, health problem and any service recommended for them without organizing strikes.
- k) They shall leave Hostel with accorded clearance from Institute

Following instructions are hereby notified for guidance of the Boarders which should be followed strictly:-

- 1) **Don't keep heavy cash with you while in Hostel (Allowed up to Rs. 200/- only)**
- 2) Don't keep gold/silver & other costly ornaments with you.
- 3) Don't keep mobile set with you without registering your name for the purpose with the Hostel Authority (Mobile set if found without registration will be seized & not returned)
 - A) Change of Sim without prior registration is punishable.
 - B) Change of Sim with prior permission can be allowed with registration of Rs. 100/- and written consent of parent. In such case OLD Sim will be deposited /returned to the parent physically.
- 4) Only the registered Boarders are allowed to use mobile except during study hours otherwise the mobile will be seized and will not be returned
- 5) Time for use of Mobile:-
 - Morning – 6.00 AM to 10.00 AM (or before departure for college)
 - Evening – 4.00 PM to 6.00 PM

Night – 9.00 PM to 10.30 PM

During other time mobile shall have to be in switched off mode.

- 6) Evening prayer : 6.00 PM (Assembling in prayer hall is compulsory)
- 7) Study hour: 6.30 PM to 9.00 PM (10.30 PM onwards either continue study or sleep)
Sunday /Holiday: 10.30 to 12.30 PM & 2.00 PM to 4.00 PM
- 8) Don't misuse Hostel properties
- 9) Keep your room & corridor always neat and clean.
- 10) Father /Mother only can claim leave for the Boarders (Claim for leave by Local guardian & other in laws will not be entertained)
- 11) Don't make argument with Hostel staff.
- 12) Stand in Queue while taking food from caterer.
- 13) Don't refuse to eat the supplied food (except stale food) in Hostel.
- 14) Caterer only will serve the food items. (Boarders will not put their hand in food container)
- 15) Take food as per Veg./Non veg. list recorded earlier.
- 16) Eat food in presence of caterer and lodge complain if any discrepancy is found. No complain will be received after departure of caterer.
- 17) Don't use your registered cell phone to contact with Hostel staff.
- 18) "In time" Return after temporary outing time otherwise action will be taken as deemed fit.
- 19) Nobody is allowed to go outside from his room during study hours.
- 20) In case you face any problem lodge your complaint in writing to the Hostel Suptd.
- 21) Co-operate with the Hostel staff during enquiry and other disciplinary matter.
- 22) Report to the Hostel staff /Authority when you need any assistance for medical treatment.(You should not keep any grievance hidden regarding health problems)
- 23) Hostel Authority will not be held responsible for loss of your mobile & other particulars.(Please keep all accessories with lock & key)
- 24) Nobody will change his/her bed / room without permission of Authority.
- 25) Keep your suitcase/trunk & other belongings under lock & **key**.
- 26) Don't sleep in other Room/Bed other than that allotted to you.
- 27) Spitting on the floor or walls is punishable.
- 28) Nobody will be allowed to stay in the hostel when the classes are going on.
- 29) Boarders will return to hostel after leave before 9.00 AM & within 5.00- 6.00 PM when the classes are going on. (During class hour hostel is under **key position**)

- 30) Nobody will use medicine which has not been prescribed by the Doctor to him/her otherwise Hostel Authority will not be held responsible.
- 31) Light, Fan & other electrical appliances and water tap are to be kept off when it is not required.
- 32) Maintain discipline in Bus while going to & returning from College.

Boarders Disciplinary Action:

- 1) Beyond Dress code
- 2) Refuse of food
- 3) Late return during temporary outing
- 4) Absent in prayer class.
- 5) Supply /carry of unauthorized food to the Hostels.
- 6) Possession of Banned material with boarders.
- 7) Possession /use of narcotics
- 8) Consumption of liquors
- 9) Disturbances in Study hour
- 10) Use of Non registered Mobile
- 11) Use of Electrical appliances.
- 12) The Boarder will be debarred from staying in the Hostel if he/she is found
 - i) Consuming alcohol/narcotic drugs or drinking wine etc. either inside the Hostel or outside the Hostel.
 - ii) Keeping incriminating material with him/her.
 - iii) Quarrelling with other Hostel mates leading to physical assault.
 - iv) Creating regular disturbances (Five times or more)
 - v) Misbehaving in person or over telephone to Hostel staff.
 - vi) Being involved in theft of goods/valuables/cash in the Hostel.
 - vii) Failing ill frequently and seeking medical treatment.
 - viii) Leaving the Hostel frequently intentionally.

In case any boarder is debarred from the boardership in the Hostel for any of the reason(s) mentioned above and for his/her benefit if his parents approach again to the authority for his readmission in the Hostel excusing him/her for the 1st time he/she shall have to deposit Rs. 10,000/- as security deposit and submit an affidavit as per the prescribed norms. Provided that the Boarder if repeats such lapses for the second time the authority shall not excuse him/her at all.

Guidelines for Medical treatment of Hostel Boarders

- 1) Soon after complaint is received from any Hostel relating to Health problem immediate treatment shall be provided by Hostel staff to the decided medical /clinic.
- 2) During pick up to medical a general query must be done to all Hostels for requirement of Health check up if any
- 3) In urgent cases the concerned boarders shall be taken to medical and parents to be intimated to take over of cases.
- 4) In case frequent rest is necessary for patient, he/she may be preferred to go their home instead of staying in Hostel.
- 5) Necessary medicine as prescribed shall be purchased and handed over to the boarder with an instruction to use the medicines.
- 6) Necessary test/check up must be completed as directed by physician.
- 7) Except in urgent cases medical cases may not be dealt during morning Hour due to engagement of vehicles. However these cases shall be pickup from College with verification of other boarders/ Day Scholars required if any.
- 8) Preferably in day time all medical cases to be forwarded to KIIMs and evening time to Dr. Paresh Jena clinic.
- 9) All Bill of medical cases to be submitted at college office for settlement of all cases.
- 10) Necessary Medical dues of all boarders shall be updated in each month
- 11) Except normal cases all other urgent cases shall be forwarded to Medical through Hostel caretaker/Matron duly discussed with Principal/Vice-Principal for necessary suggestion.
- 12) College Ambulance shall book soon after complaint lodged for medical case.
- 13) Concerned parent shall be informed regarding medical case of Boarders and their treatment.
- 14) In case parent desires to undertake treatment of boarder at his /her end, the same case shall be handed over to the local parent.
- 15) Major treatment/chronic disease cases to be effected other boarder, the patient his/her parent shall be informed to take their own custody till cure.
- 16) Allergy / infection case boarders shall be directed to go their home instead of continuing in the Hostel till their disease is cure.

Maintenance Guidelines

- a) Concerned Caretaker / Manager / Suptd. shall supervise the regular maintenance work of Hostel.
- b) Exceptional maintenance work like light/Fan/TV, Water supply shall be disposed urgently.
- c) Boarders will submit complaint in the Register available in their respective Hostel.
- d) Hired labour required for maintenance work if any, shall get prior approval before starting of work.
- e) TV/Mobile recharge made by concerned caretaker shall deposit bill for necessary approval.
- f) Any other fixture required form maintenance work shall submit indent to store for disposal.

Security Guideline

All Security deployed in Hostel shall follow the following guideline

1. They shall join their duty after selection is over by the authority
2. They shall be allowed to do one shift duty in Hostel in no case he will be allowed to perform overtime duty in Hostel/College & other place within 24 hours (one day) of his duty day.
3. He will put attendance signature at Hostel point & keep the post till reliever will come after duty hour is over.
4. He will pass all official messages to his reliever by record & Hostel authority
5. He will allow the Boarders to stay in Hostel after allotment is produced by the Boarder/parent for 1st time after re-admission is over /after approved from the Hostel authority.
6. He will perform his duty in the surveillance of C.C. T.V camera otherwise his duty will be treated as absent.
7. He is not allowed to sleep in his duty otherwise he will be considered as negligence of duty & his same time period will be treated as absent.
8. He shall keep attendance of boarders & make tally during taking of food/going College & return from College.
9. He shall be allowed to go temporary outing to the fixed boarders with record in the schedule time in case of deviation of timing by the boarder he shall take permission from Hostel authority for further action (only Boys)
10. He shall properly check the boarders during returning to Hostel & inform to authority if any deviation is found before entry in Room till that time he will keep the boarders in Hostel Security Guard point.
11. He will not be allowed to unauthorized person inside main Gate of Hostel.
12. He will not allow to talk with boarders by unrecognised telephone no. & ensure to use phone in his presence.
13. During study hour he may send message to the Boarder for urgent phone otherwise issue a cheat /message to boarder regarding phone communication to the parent soon after study hour is over.
14. He will allow the Boarder to proceed on leave after valid SMS / approved of authority with proper record.
15. Main gate will close at all time & open as & when required.
16. He shall not be allowed to enter in Boarders room without permission of Hostel authority.
17. He will keep the physical stock possession of Hostel records.

18. He will vigilant over outside security of Hostel from theft /outside attack & take appropriate action as per security rule & inform to authority.
19. He shall inform all indiscipline activities to authority.
20. He shall politely behave to the boarders/parents/guardians.
21. He shall not supply any narcotic materials & other purchase materials to boarders.
22. He shall not allow the Ban particulars to Hostel Boarders.
23. He shall not make argument with boarder /parent/guardian & seek permission for any unauthorized interfere.
24. All light points of corridor & unnecessary water leakage through water tap shall be checked when ever not necessary.
25. He will maintain all record available in Hostel.
26. He will not pass any official message to parents & only he will convey the physical possession of boarder.
27. He will act his duty as & when different notice issued to the Hostel Boarders.
28. He shall keep vigilant over the sweeper
29. He will inform to maintenance I/C for absent of Sweeper.
30. Security Guard deployed in Hostel shall perform his duty with full uniform & not chewing Tabaco/ narcotics/smoke cigarette /consume wine during duty period.
31. Security Agency shall monitor duty of Security Guard deployed in Hostel & engage fittest guard with common in nature as per security rule.
32. Deviation of above code & conduct the College Management is final authority for initiation of action.

Negligency of Security Guard duty:

- 1) Late arrival on duty
- 2) Not up-to-date of record.
- 3) Not intimate of important message to college authority
- 4) Wrong report passed to the authority
- 5) Consume of Alcohol.
- 6) Use of Pan/Ghutukha/ any narcotics items during duty
- 7) Collection of money from Boarders.
- 8) Allowed Ban articles to the Boarders
- 9) Misbehave to the boarder/staff/guardian.

Code & conduct for Caterer

- 1) All caterer shall provide their food as assigned to them to their respective Hostels as per menu, time scheduled.
- 2) Before preparation of food they shall ensure no of lunch/Tiffin/Snacks/Dinner to be supplied along with Veg./Nonveg & Rooti/Rice List.
- 3) They shall supply food to the boarders with clean dress & well behave to the Boarders.
- 4) Good quality food & sufficient quantity of food as desired by the boarder shall supply. (However fixed quantity items shall not supply more to the boarder such as beyond them Chicken(4 pcs.)/ Egg 2 pc.) /Fish(2 pc.) /Paneer (04 pc.)/Roti(7 Pc.)
- 5) Chicken/Fish/Paneer shall 120 gm & Egg shall not small size.
- 6) Feed back of boarder is final
- 7) They shall make immediate arrangement in case of short supply found during distribution (without waiting to Boarder & feeling bare)
- 8) If any problem arises during food distribution the concerned caterer shall deal with Hostel staff instead of discussing with the Boarders.
- 9) The Caterer shall not leave the Hostel unless otherwise fixed time is over/completion of food distribution to all Boarders/ permitted by Hostel staff.
- 10) Food distribution shall not be made without present of Hostel staff (Except security guard or shall seek permission.
- 11) Caterer shall maintain daily distribution Register & get signed of Hostel caretaker for No. of food supplied against Tiffin/Lunch/Snacks/Dinner soon after end of distribution.
- 12) Bill of Caterer shall produce along with the daily food distribution Register signed by Hostel staff.
- 13) Hostel staff will review at any time for quality of processing of food/cleanness of canteen etc.
- 14) Oil / spices & other ingredients shall good quality & ISI mark (in case of packed materials).
- 15) No local spices shall be used for preparation of cooking.

- 16) Before supply of food all caterer shall check quality & quantity as per requirement & prepare 10% extra for unfortunate short fall. In case any problem in quality of food they shall make suitable arrangement after discussing with Hostel Manager.
- 17) No. Extra items other than decided menu shall supply to the Boarder with self payment basis.
- 18) Distribution team shall not chewing Gutukha/Pan/Drinking wine/smoking cigarette during food distribution & no bad smell to this effect shall emission for the month. They shall wear clean dress & appearance during distribution of Food.
- 19) Caterer will supply special menu in different festival & Occasion.

Food Management

Special menu will be provided on festival days through notice

Action for deviation in food supply

- i) State food supply of fresh food to the boarders fine.
 - a) Simple item – Rs. 10 per item.
 - b) Multiple item – Full meal cost
- ii) Insect found:
 - a) concerned boarder shall supply fresh Thali
 - b) The cost of concerned item shall be deducted foreign particles found in food.
 - c) Punishment shall be awarded according to found in food.
- iii) Short of items:
 - a) Double deduction of cost against each boarder.

Code & Conduct for Sweeper

- 1) Sweeper Agency shall provide staff as required to the Hostels.
- 2) Sweeper Agency shall deploy to the sweeper as per time table for eight hour will be decided by College.
- 3) Sweeper shall not allow inside of Boarders Room when ever Boarders are Absent/Attending class/proceed on leave/proceed on temporary outing.
- 4) Sweeper shall not purchase any materials for boarder if they request.
- 5) Sweeper shall not supply narcotics/Drugs/Ban particulars.
- 6) They shall clean corridor /Bathroom/Security Office Computer/Phone/ etc Regularly & clean fan & other fittings weekly so that Hostel will look clean in all respect.
- 7) Sweeper shall put sign. In the attendance & perform 8 hour duty effectively.
- 8) In absence of Sweeper, Hostel care taker shall arrange sweeper from other Hostel or College for cleaning. In this respect cleaning Agency shall co-operate to Hostel staff & No extra charges shall made for this arrangement.
- 9) If require during Holidays & in urgent circumstances the sweeper shall get entry & clean the Boarders room in his absence & Direct super vision. Of Caretaker/Security Guard.
- 10) Less than 04 hours duty shall be treated as absent.
- 11) Sweeper shall not stock Garbage in Hostel.
- 12) Sweeper shall clean the food distribution point/ Boarders food taking point soon over of food distribution.
- 13) Sweeper shall not make argument with Hostel staff/Boarders rather he shall good behave to all concerned of Hostel.
- 14) Sweeper shall not allow performing his duty whenever he found consumption of wine & other narcotics.
- 15) Ladies Hostel sweeper shall perform her duty as per direction of lady Matron & all other above code will be effected.

Code & Conduct for Transport Management

- 1) Transport facility will be provided to all Hostel Boarders for regular class/Exam. period / Training Programme as and when required.
- 2) Ambulance will be provided to the boarder as & when required /without delay.
- 3) Bus staff shall not make argument with boarders during visit in Bus.
- 4) Bus Driver & Helper shall inform to Vice Principal in case unwanted problem arises during Journey instead of keeping hidden/argument with boarders.
- 5) Bus shall not leave from Hostel & College point unless otherwise clearance has been given from both point.
- 6) Bus Driver/Helper shall not allow to the boarders get down other than Hostel/College point or when the Bus is directed to reach.
- 7) Bus Driver/Helper shall receive Boarders & accordingly handover to College Security Guard as well as Hostel Security Guard.
- 8) Hostel staff will inform time to time for change of Bus timing & necessary other than the routine time.
- 9) Bus staff shall behave well to the boarders & not consume Narcotics /Wine during duty.
- 10) They shall drive their bus in Proper route without marking stoppage at unauthorized place.

Duties & Responsibility of Staff

1. The Hostel Management comprising of following bodies for smooth Management of Hostel Admission.

Principal: Apex Authority of the Hostel Management

Vice Principal: Hostel in-charge and decision making authority, Health care (Independent charges)

S. K. Khuntia, Hostel Suptd. : Overall Management, Admission and Re-Admission, Food, Security and Assets Management, Review of Accounts, Daily Hostel visit & report to Hostel I/C.

S. K. Dash, Asst. Director:

- i) Admission
- ii) Control of Hostel Assets.
- iii) Settle of Bills and payment of Hostel House Rent
- iv) Lisoning with House owner
- v) Dues collection.
- vi) Issue of clearance

Ajaya Ku. Dash, Hostel Manager-2:

- i) Overall I/C of Hostel, Maintenance & Food management (Independent charge)
- ii) Admission & Re-admission.
- iii) Review of Hostel Record
- iv) Interaction with parents/guardians, Caterer and all other Agency related to Hostel.
- v) Approval and review of boarders leave
- vi) Assist to Asst. Director for Admission.
- vii) Management of student discipline.

Santosh Ku. Das , Hostel Caretaker-2 :

- i) Food Management of all Hostel GA-502, & S-513.
- ii) Maintenance of all Hostel.
- iii) Security duty
- iv) Look after Health Management, Transport Management as well as maintenance of all Hostels in the absence of K. C. Hati

Kishore Ch. Hati, Hostel Caretaker-3 :

- i) Food management of VIIM-71, GA-181, GA-363 Hostel.
- ii) Health Management
- iii) Transport Management
- iv) Maintenance of all Hostel.
- v) Look after Security Management of all Hostels in the absence of S.K. Das

Nigam Nayak, Hostel Caretaker-1:

- i) He shall assist in medical duty as and when required.
- ii) He shall review the security duty in Hostel and submit a weekly report to the Hostel authority.
- iii) He shall supervise the duties of all staff deployed in GA-475 Hostel.
- iv) He will assist to the Hostel Superintendent as when asked.

All staff assigned for Hostel duty shall have to perform their respective duties without fail.

They shall vigilant & maintain their assigned duty over and above of the duty hour

No staff will be allowed to enter in Hostel with consuming Narcotics/Wine.

All concerned are answerable to their job before the Hostel authority.

Any short falls coming to the notice of the Hostel shall not be after looked, even if this assignment is not belonging to concerned staff rather it should be brought to the knowledge of the authority for redressal of the matter.

Vice Principal:

- i) Decision making authority
- ii) He has authority to disposal of all the matters and issue order accordingly.
- iii) The health management shall be directly monitored by him.
- iv) All files and records shall be put up for his final disposal.
- v) He will review files records and all official duties and responsibilities of Hostel staff.
- vi) He will visit the Hostel once in a week and report the activities to the Principal once in a month.

S. K. Dash, Asst. Director:

- i) He is custodian of all official records.
- ii) He will review dues position of the boarders and make appropriate intimation for recovery.
- iii) He will issue clearance of the Hostel left out boarders.
- iv) He shall deal with house owner for all respect.

- v) He shall make agreement with house owners and receive building.
- vi) He shall settle all bill and payment accordingly in due time.
- vii) He shall maintain stock records of Hostel and review physical stock available in Hostel.
- viii) He shall plan regarding admission and readmission and up to date.
- ix) Boarders personal file.
- x) Boarders accounts statement
- xi) Boarders due statement and all other admission related documents
- xii) He will sent boarders list parents local guardian photo with telephone nos. to the respective Hostel.
- xiii) He will review the dues statement of boarders and collect the pending dues.

S. K. Khuntia, Hostel Suptd:

- i) He shall review duties and responsibilities of Hostel staff.
- ii) He shall supervise the all assigned jobs of the staff.
- iii) All files shall be routed through him for approval.
- iv) He will review temporary outing of all Hostel boarders and action will be initiated properly.
- v) He will review all the disciplinary matters of the boarders

Ajaya Ku. Dash, Hostel Manager-2:

- i) He will review updation of all Hostel records available with security guard such as attendance of boarder, attendance of security guard, attendance of sweeper, food record students leave record, stock record of hostel temporary outing etc.
- ii) He shall interact with parents/guardians regarding leave, and other official message required to sent for guardians. He will clarify all queries of guardians.
- iii) He will approve and allow to boarder to proceed on leave with proper justification.
- iv) He will receive all official order notice and communicate to boarders, Caterer I/C, Transport I/C for making necessary arrangement.
- v) He shall assist to asst. Director for processing of admission work and other official works.

Santosh Ku. Das, Hostel Caretaker-2 :

- i) He shall intimate to the caterer regarding no. of food and veg./non veg., Rice/Rooti as per requirement of the Hostel.
- ii) He shall present during distribution of food and monitor smooth management of food distribution.

- iii) He will take feed back of the boarders and put up for necessary action.
- iv) He will carry message to the caterer regarding change in time of food distribution.
- v) He will submit food bill to Asst. Director after review with student attendance, and daily food distribution register of canteen.
- vi) He shall keep liasioning of all caterer
- vii) He is maintenance I/C of Hostel GA-475, S-513, GA-502
- viii) He will review sweeper's duty and cleaning status of the respective hostels. In case of absence of sweepers of the said hostel he will arrange alternative from other Hostel/College from agency temporarily in for cleaning of Hostel.
- ix) He will verily the attendance of sweeper and submit bill with suggestion of action if any short fall is found.
- x) He shall supply the cleaning materials to the Hostel and utilization and stock.
- xi) He shall review the pending maintenance status of the Hostel and dispose accordingly.
- xii) He shall to be done by House owner in the Hostel.
- xiii) Minus maintenance work shall be completed within three days of registration of complain. Urgent maintenance work shall be completed with immediate effect. Major Maintenance work shall be completed within 05 days of registration of complains.
- xiv) He shall put up for financial approval for the work to be done and issue available materials from store to disposal of maintenance work.
- xv) He will verify the attendance of security guard and review overtime duty within 24 hour (one day) in any other Hostel/College.
- xvi) Review performance of duty in CC TV Camera and put up for action if any negligency is found.
- xvii) Before finalization of Bill he shall review attendance and performance of duty.
- xviii) He shall inform the authority regarding effectiveness duty of Security Guards.
- xix) He shall look after the Health management, Transport Management and Maintenance of all Hostels in absence of K.C. Hati as per guideline issued.
- xx) He will search building to be hired for Hostel when required.

Kishore Ch. Hati, Hostel Care Taker-3

- i) He shall inquire the Health conditions of Boarder when visiting Hostels/recovery about the illness of the boarders he shall discuss with the Vice-Principal regarding the treatment to be given.

- ii) He shall arrange ambulance and take the boarder to the Hospital as advised by the Vice Principal
- iii) He shall carry out the required tests as prescribed by the doctor.
- iv) He shall intimate to the parent of the boarder regarding illness soon after the boarder returns to the Hostel from the doctor.
- v) In case of admission is advised by the doctor he shall inform the up and the local guardian of the boarder about the admission of the boarder.
- vi) He may handover the ill boarder to his guardians at the permission of Vice-Principal.
- vii) Soon after treatment he shall submit the bill of the boarder to Asst. Director for approval after completion of all tests referred Doctor.
- viii) He shall intimate the transport Manager about no of boarders present in Hostel and bus time.
- ix) He shall aware the boarder through security about the bus time of the Hostel.
- x) He shall be vigilant over the discipline of the boarders while travelling by Bus.
- xi) He shall make transport arrangement for the boarders in case of anybody fails to avail the transport.
- xii) He shall make arrangement of transport facilities in consultation with transport I/C regarding change in time.
- xiii) He is maintenance in-charge of Hostel VIM-71, GA-181, GA-363 & GA-502.
- xiv) He will search building to be hired for Hostel when required.

Principal