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ANNAMALAI  UNIVERSITY

Annamalainagar-608002


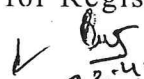
No.C2-2/2024

Date: 22.04.2024

Circular

Sub.: Establishment - Hostels - Willingness to serve -Requested - Reg.

Members of the teaching Staff may give their willingness with brief resume to serve as Warden/ Deputy Warden in the University Hostels for the academic year 2024-2025, **on or before 06.05.2024.** The indicative list of duties and responsibilities of the Warden/Deputy Warden is mentioned in the next page.

D. S.  22/4/24
for Registrar.
✓  22.4.24

To

All the Heads of Departments

CC: The Convener, Warden's Council

- ” The Director, AIC -> with a request to upload the same in our University Website for circulating among all the Teaching staff.
- ” P.A to Vice-Chancellor
- ” P.A to Registrar
- ” Stock file.

Following are the duties and responsibilities of the Warden & Deputy Warden:

1. To visit Hostel daily both in the morning and evening.
2. To take appropriate steps to prohibit ragging in the Hostel.
3. To prevent unauthorized visitors in the Hostel.
4. To take appropriate action to maintain discipline in the Hostel.
5. To maintain register about the residing students on daily basis.
6. To maintain Mess timing
7. To monitor quality of food served in the Hostel. It should be ensured that food is supplied by the Mess Contractors as per the terms and conditions of the Contract.
8. To prevent carrying food in or outside the Hostel.
9. To ensure that only bonafide residents of the Hostel i.e. the students residing in the Hostel and who are eligible for Mess, alone take food in the Mess. It should be ensured that no one else including the Hostel Staff takes food in the Mess.
10. To save electricity by supervising wastage of electricity.
11. To take care of sick students and use the facilities available in the Cuddalore District Government Medical College and Hospital, Annamalainagar (Erstwhile Rajah Muthiah Medical College & Hospital).
12. To watch the inmates not to avail long leave without prior permission of the Head of the. Department.
13. To give directions to maintain cleanliness in the Hostel premises.
14. To report and address common issues immediately.
15. To coordinate with the Convener of Wardens' Committee, Deans and Heads of the Departments to solve inmates problem, if any.
16. To provide feedback of inmates to their parents Periodically

General:

- i) The above list is only indicative.
- ii) Warden & Deputy Warden, while discharging their duties, should ensure that dignity of a Teacher is maintained in all aspects.