

Hostel Warden (Girls Hostel)

Job Title:

Hostel Warden (Girls Hostel)

Reporting to:

Senior Manager - Admin & Purchase

Brief of Job Profile:

A committed and disciplined professional serving as the Warden at Bhartiya Skill Development University (BSDU) shall be responsible for maintaining a safe, secure, and supportive residential environment for girl's students. With a focus on holistic student development, the Warden shall ensure adherence to hostel rules, address student concerns, and promote a culture of respect, discipline, and well-being within the campus.

The Warden shall work closely with the administration department to foster a positive living-learning atmosphere, and shall play an important role in mentoring the girl residents, managing hostel operations, and implementing safety protocols in line with university guidelines.

Roles and Responsibilities:

- Hostel operations, room allotment, keeping students all records from in to out, fee details, room details, gate pass etc.
- Mess operations.
- To maintain a ragging-free and friendly environment of the hostel.
- To plan for the upgrading of servicing in the hostel.
- To maintain discipline and decorum in hostels and mess.
- To supervise the sports and cultural activities of the residents in the hostel.
- To supervise in and out of hosteller.
- To supervise hostel items inventory.
- To supervise and maintain hostel-related files, complaint registers, etc.
- To supervise and ensure the daily attendance of girl residents.
- To supervise mess activities, operations, and grievances.
- To ensure the day-to-day issues of the residents.
- To deal with the acts of indiscipline of the residents.
- Reporting the cases of serious indiscipline/ragging to authorities for further action at the Institute level.
- To supervise and ensure hygiene, and quality food in the mess.
- To establish communication with the parents/guardians of the residents as and when required.
- To maintain the overall decorum of the hostel premises.
- To ensure proper maintenance of the rooms and hostel premises.
- Other responsibilities as assigned by the reporting officer.

Minimum Eligibility Criteria:

- Minimum qualification of bachelor's degree in any stream.
- Relevant experience as hostel warden.

Key Competencies requirements:

- Ability to enforce rules and maintain discipline effectively.
- Understanding of safety and crisis management protocols.
- Good administrative & organizational skills.
- Understanding of and ability to communicate with young people with diverse backgrounds & resolve problems.
- Professional communication skills and decision making.
- Time management and self-discipline.
- Basic computer skills.