



# SAVITRIBAI PHULE SHIKSHAN PRASARAK MANDAL

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M.E. (Elect.) M.I.E,M.B.A.  
**CHAIRMAN**

॥ ज्ञान दान पवित्र दान ॥

**Sanjay S. Navale**  
M.A.( Geo.)B.Ed,B.P.Ed M.B.A.  
**CAMPUS DIRECTOR**

Ref.No:

Date :

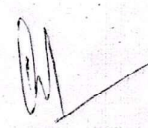
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Date : 25.06.2015

## DUTIES OF WARDEN

- 1) To maintain all records of hostel like Students Attendance Register, Admission Forms, Student General Register, In-Out Register, Night Out Forms, Leave application, Students Material Issue Register, Gate Pass, Dead Stock Register, Complaint Register etc.
- 2) To check the complaints register daily and get done the work from the concern and report to the Rector/ Authorities.
- 3) Allotment of room to the students, parents, staffs and guests.
- 4) To ensure that the rules and regulations of the hostel are followed by the students.
- 5) To look after the guests
- 6) To supervise the day today work of hostel staff
- 7) To solve day today problems like tube lights, water facility etc.
- 8) To have keen observation over any indiscipline behavior / activities of the students like ragging etc. If found, report to the Rector / Higher Authorities.
- 9) To keep a watch so that other than hostelite students should not enter in hostel
- 10) Maintain records of dues, fine, fees etc.
- 11) Daily attendance of the students at night
- 12) Submitting requirements of hostel like stationary, cleaning materials etc. well in advance to the Rector / Higher Authority.
- 13) Report immediately to the Rector/ Higher Authorities in case of Medical Emergency of the Students / Staffs / Guests
- 14) Regular visit to Mess during the lunch & dinner time of the students.
- 15) Any other work assigned by the authorities from time to time.



  
**Sanjay S. Navale**  
**Campus Director**