

राष्ट्रीय आदिवासी छात्र शिक्षा समिति
(जनजातीय कार्य मंत्रालय के अंतर्गत
एक स्वायत्त संस्थान, भारत सरकार)
भू-तल, गेट नंबर-3ए, जीवन तारा बिल्डिंग,
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National Education Society for Tribal Students

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F. No. NESTS/EMRS/CAC/109/2021-22/1301

Dated: 4th July, 2024

The Nodal Officer,
State/UT EMRS Society,
(As per list)

Subject: Duties of 'Hostel Warden' posted in Eklavya Model Residential Schools
(EMRSs)-reg.

With reference to the above subject, it is stated that as a part of ongoing steps to streamline operations and enhance the management of Eklavya Model Residential Schools (EMRSs), duties of Hostel Warden are formulated by NESTS and attached herewith for reference and strict adherence.

The duties of the Hostel Warden are crucial in the day-to-day school operations and to ensure effective functioning of the dormitories within EMRSs. For the purpose of effective execution of Hostel Warden duties, the following are also mentioned for adherence and compliance: -

- Hostel Warden shall not be put on escorting /academic duties.
- Hostel Warden shall not be appointed as House Master.
- Hostel Warden are added to the House System of the school to ensure better management of the dormitories and ensure safety and security of the students. So, the functionaries of House System and Hostel Warden shall work in unison to improve the functioning of the House System of schools.
- In the absence of Hostel Warden (due to various reasons like official tour, personal leave, on duty, non-joining, etc.), House Masters will perform the duties of Hostel Warden.

In this regard, it is requested to kindly disseminate the Hostel Warden duties in all the EMRSs under your jurisdiction and ensure that the duties are adhered to. Further, the guidelines for the House Masters will also follow shortly.

Looking forward to your kind cooperation please.

Encl :- As above.


(Anupam Sonalkar)
Joint Commissioner, NESTS.

Copy to:

- The Principal Secretary, Tribal Welfare Department, Govt. of State/ UTs (as per list).
- The PS, Commissioner, NESTS for information please.

DUTIES AND RESPONSIBILITIES OF HOSTEL WARDEN IN EMRS

A. Exclusive Duties:-

- 1. Ensuring Cleanliness and Maintenance and upkeep of the dormitories:** Hostel Warden shall ensure that:
 - Housekeeping staff clean the dormitories (wash rooms, toilets, staircases, common areas etc) twice a day.
 - Drains around the dormitories are cleaned on daily basis.
 - Appropriate cleaning materials are used by housekeeping staff in cleaning of toilets and washrooms.
 - Waste generated in the dormitories is disposed twice a day by housekeeping staff.
 - Dustbins are available in the dormitories.
 - Regular grass /bush cutting and ensuring cleanliness around the dormitories on regular basis (Once in a fortnight).
 - Electrical wiring and switch boards are intact and if found faulty, get them repaired immediately through ECP.
 - All basic facilities like water, electricity, fans, furniture, and bedding items are available in the house. In the event of any shortage or malfunctioning, he/she must report to the Principal/HM and request to address the issues.
 - Broken windows, doors, window panes and other M&R related issues of Hostels should be reported to the Principal to address the issue with an intimation to HM.
 - Any other related duty assigned by the Principal.
- 2. Safety and security of students:** Following aspects of safety and security are to be ensured by the Hostel Warden.
 - He/She will visit the dormitories and the surroundings on daily basis and ensure that dormitories & surroundings are neat & clean and free from any risk /danger, any issues/risk of danger. If present in the dormitories /surroundings, the same should be brought into notice of the Principal/HM for immediate action.
 - Keep a close watch on all the activities and movements of the students in a residential area particularly non-academic hours i.e., own time - daily, Sundays and holidays, and at night, and report to the HM/Principal about any incident.
 - He/She will ensure locking of the dormitories when students are out of the dormitory for different activities.
 - Record of visitors visiting the hostels must be maintained and submitted to the Principal for counter signature
 - Any other such duties assigned by the Principal.



3. Distribution of items of Student Entitlements:

- The JSA shall provide following items to Hostel Warden for onward distribution to students.
 - ❖ Daily use items
 - ❖ Bedding items
 - ❖ Stationery items.
 - ❖ Uniform
- The Hostel Warden shall distribute the items to students as per schedule and keep the records.

4. Daily Routine: Following aspects of daily routine are to be ensured by the Hostel Warden :

- He/She must ensure that students get up in the morning as per the schedule of the daily routine.
- He/She must ensure that students report for different activities as per the schedule of the daily routine
- He/she will supervise that all students get up and sleep on time.
- He/She must ensure that Matrons escort the girls while going for different activities.
- Lights are off of the dormitories as per schedule of the daily routine.
- Rounds are to be carried out even after the lights are off so as to ensure security and to keep the wards away from mischief.
- Students shall not sneak out of the dormitories.
- Any other such duties
(Principal shall assign duties to guards and housekeeping staff in a staggered manner and put them under the supervision of Hostel Warden)

5. Leave to students: Following aspects regarding leave to students are to be ensured by the Hostel Warden:

- Hostel Warden shall process the leave application of students received for approval after recommendation of House Master and signed by the Principal (for grant of leave to students). After approval of the leave, the Hostel Warden shall allow the students along with an authentic escort (parent/guardian as per record).



- Hostel Warden shall maintain day-wise record of out-passed students in the following format: -

Date of out-pass/	Reasons for out-pass	Time of out-pass	Details of the student out-passed								Signature of the concerned HM
			Name of the student	House	Class	Escort Name	Relation with the student	Contact No.	Date of reporting back	Sign. Of the Escort	

- Hostel Warden shall provide the information of out-passed students to the concerned House Masters on real time basis.
- Hostel Warden shall allow the student reporting back after availing leave, when reported under the escort of an authentic escort (parent/guardian as per record) and report to the concerned HM. Record of in-pass shall be maintained in following format by the Hostel Warden: -

Date of in-pass	Time of in-pass	Details of the student out-passed								Signature of the concerned HM
		Name of the student	House	Class	Escort Name	Relation with the student	Contact No.	Date of out-passed	Sign. Of the Escort	

- Hostel Warden shall provide the information of students reporting to EMRS to the concerned House Masters on real time basis.
- Permission under medical ground to leave the school is to be done with the recommendation of Staff Nurse and HM with the approval of Principal.
- Checking of the belongings of the students shall be done at the time of reporting after availing leave with the support of HM (other than vacation and break). (Students belongings shall be checked by HM when students report after vacation /break).

6.General Duties:

- He/she should be very affectionate and polite with the children.
- He/she will attend all sort of the well-being, comfort, and happiness of the students in the Hostel.
- He / she will work in coordination with HMs/Accountant.
- He/she will be very courteous to the parents and create confidence in them that their child is living in a very safe and secure environment.
- To ensure that he/she is always impartial and fair equally to all the students.
- Interact with the children by providing regular orientation on the important aspects of Safety precautions, guidelines, and principles to be followed.



- He/she needs to be cautious of his/her own conduct, behaviour, character, habits, punctuality, and sense of moral values at all times.
- To brief the Principal immediately in order to solve any problem of the house beyond his reach or domain.
- Hostel Warden shall report to the Principal. However, Hostel Warden shall intimate the house related issues/reports to the concerned House Masters also. House Masters may bring into the notice of Hostel Warden the necessary M&R work and cleanliness issues for early solution.
- Principal shall assign duties to Housekeeping staff/matrons/guards/ECP/gardener, etc., so that they shall perform their duties under the supervision of Hostel Warden.
- The Hostel Warden should share/ interact with counselor to ensure emotional balance of every student of the house in coordination with HM as per the guidelines of Principal.
- Principal shall make necessary arrangements so that the system of Hostel Warden shall work effectively in managing hostels.
- Any other duties assigned by the Principal.

B. Duties shared with House Master:-

- 1. Interaction with Parents/Guardians:** House Master and Hostel Warden shall interact with parents visiting the school dormitories and inform them about strength & weaknesses, adjustment issues, if any noticed by him/her about the child.
- 2. Health Issues:**
 - a) He/she along with Staff Nurse/HM shall ensure proper medical treatment in case of students in the dormitories who are unwell as per Safety and Security guidelines. Sick students may report to Hostel Warden/Staff Nurse/ HM/any other teacher or staff whosoever is immediately available. Suitable treatment shall be arranged immediately for the sick / injured student by the concerned teacher/staff through Staff Nurse/HM/Hostel Warden.
 - b) First Aid Box/Kit shall be made available to Hostel Warden, HM, Staff Nurse and PETs. First aid box shall be carried by the PETs during sports and games activities.
- 3. Preventive Measures:** To ensure preventive measures for the Safety and Security of each child in his/her house at all times in accordance with the guidelines of the NESTS under the supervision and guidance of the HM/Principal.
- 4.** House-wise grievance box should be installed and opened by EMRS Grievance Committee under the supervision of Hostel Warden



5. **Discipline amongst Students:** He/she along with the HMs is responsible for maintaining discipline in the hostel at all times. Hostel Warden shall be included in the disciplinary committee at EMRS level.
6. **Punctuality:** He/she along with the HM ensures punctuality in the daily routine of the house from rouse to bedtime and in other organized activities.
7. **Ragging /harassment:** To ensure along with the HM that under no circumstances, senior students harass/rag juniors either in the house or on the school premises.
8. **Surprise Checks:** Conduct surprise checks along with the HM periodically to ensure that the students do not keep any type of undesirable articles, obscene books, mobile phones, or electronic gadgets and check on their cash, etc.
9. **Dealing with the cases of indiscipline:** All cases of indiscipline and unhealthy behaviour of the students are to be brought into notice of HM/AHM/VP and Principal for appropriate action to be taken by Principal on the report of EMRS Discipline Committee.
10. Issues of home sickness, anxiety, maladjustment, etc., if any, should be brought to the notice of Principal and counselor for necessary support/ remedial action.
11. Hostel Warden will participate in happy hours conducted in the houses at night.


