



NESTS/NESTS-Circulars/129/2025-26

Dated: 25/03/2026

To
The Nodal Officers,
All State/UT EMRS Societies

Subject: Revised duties of Hostel Wardens and House Masters in EMRSs – reg.

Madam/Sir,

I am directed to refer to this office's earlier communications regarding the roles and responsibilities of Hostel Wardens and House Masters in Eklayya Model Residential Schools (EMRSs).

2. In order to further streamline the functioning of residential systems in EMRSs and to ensure greater clarity, uniformity and effective coordination in discharge of duties, the competent authority has reviewed the existing guidelines.

3. Accordingly, revised and consolidated duties of Hostel Wardens and House Masters have been prepared. These are enclosed herewith as **Annexure-I (House Masters)** and **Annexure-II (Hostel Wardens)** for necessary compliance.

4. This circular supersedes all earlier circulars issued in this regard.

5. All Principals of EMRSs may be instructed to disseminate these guidelines among concerned staff and ensure strict adherence with immediate effect.

This issues with the approval of the competent authority.

Encl.: As above

Yours faithfully,

-sd-

(Kumud Kushwaha)
Deputy Commissioner

Copy to:

- (i) PS to Commissioner, NESTS
- (ii) State HR Consultants (NESTS)
- (iii) Principals, All State/UT EMRSs
- (iv) IT Division, NESTS, to upload on website

DUTIES AND RESPONSIBILITIES OF HOUSE MASTERS IN EMRS

1. General Duties: -

- (i) The House Master/Mistress will exercise a benevolent fatherly/motherly influence on the students.
- (ii) He/ she must create such a confidence in his/ her students that they confide in him/ her in all matters and treat him/her as a local parent.
- (iii) He/ she will interact with the students as frequently as possible and ensure that students speak to him/ her without any fear in case of any problem.
- (iv) He/ she should be very affectionate and polite with the children and should avoid any physical punishment or scolding.
- (v) He/ she will attend all sorts of the wellbeing, comfort and happiness of the students placed in his/ her charge.
- (vi) He/ she will immediately report about sick students to the Staff Nurse for proper medical care.
- (vii) He/ she will ensure to follow the instructions issued by NESTS, regarding (House System) under supervision and guidance of the principal.
- (viii) He/ she will be very courteous to the parents and create a confidence in them that their child is living in a very safe and secure environment.
- (ix) Have periodical interaction with parents on PTM day and inform them about the academic progress, health and conduct of the child.
- (x) To ensure that he/ she is always impartial and fair to all the students.
- (xi) Interact with the children by providing regular orientation on the important aspects of Safety precautions, guidelines and principles to be followed.
- (xii) He/ she must ensure and educate all the students in respect of their moral values, correct behavior, self-discipline, turn out and punctuality. The House master needs to be cautious of his/ her own conduct, behavior, character, habits, punctuality and sense of moral values at all times as the children look up to teachers as her/ his role models.
- (xiii) Care has to be taken to ensure that the dormitories are comfortable & safe. The students need to be made aware of their conduct, rules and regulations which they are expected to follow.
- (xiv) To ensure proper assistance of attached Teachers by dividing duties on rotation basis related to house activities with the approval of Principal.
- (xv) To brief the Principal immediately in order to solve any problem of the house beyond his/her reach or domain.

- (xvi) To inculcate a sense of pride, belongingness and a healthy house spirit among the students of his/ her house.
- (xvii) Carry out any other duties in respect of House system as assigned by the principal.

2. Administrative Duties:

- (i) As a head of the house, he/she be responsible for maintaining discipline in the house at all times.
- (ii) He/she must ensure punctuality in the daily routine of the house with Hostel Warden from rouser to bed time and in other organized activities.
- (iii) Assigning responsibilities to all students on rotation so as to enable them to develop organizational ability, self-confidence and qualities of leadership.
- (iv) To ensure that under no circumstances house captains or senior students harass/rag juniors either in the house or in the school premises.
- (v) To supervise his/her house daily during meals in dining hall. He/she must educate table manners (etiquette) to all students in dining hall during meals.
- (vi) Arrange conduct of daily roll call in order to ensure the presence of the children in the house.
- (vii) Maintain a personal file of each child in his house and anecdotal records in the personal file including family background.
- (viii) All cases of indiscipline and unhealthy behavior of the students are dealt with appropriately in consultation/approval of Principal instead of giving harsh punishment.
- (ix) Arrange weekly/fortnightly house inspection of the Principal to assess the working of the house and motivate his team and wards.
- (x) To select House Captain/Prefect for his/her house on the basis of a fair selection process as per guidelines and assign responsibilities and duties of the house to them.
- (xi) To conduct meetings of the House as and when necessary but at least one formal meeting in a fortnight.
- (xii) House master will recommend the leave of students of his/her house, except in medical cases where Staff Nurse shall recommend the leave. Approval of the Principal for sending the child with parents is required.
- (xiii) He/ she will ensure that the wards upkeep their cupboards and keep their clothes and belongings in a neat and orderly manner.
- (xiv) To ensure that the students emphasize on personal hygiene and cleanliness, takes regular bath and haircut, and clean uniform while in school.
- (xv) He/she will supervise that all students get up and sleep on time.
- (xvi) Keep a close watch on all the activities and movements of the students particularly on Sundays and holidays and report to the principal about any incident.

- (xvii) All hostel activities will go under his/her active supervision under control of the principal.

3. Academic Duties:

- (i) To keep an eye on the academic performance of all the students of his/her house.
- (ii) Coordinate/interact with subject teachers to look after the pupils' academic performance of his/her house.
- (iii) To provide academic assistance to students to help them improve their academic standards.
- (iv) To ensure smooth conduct of self-study in the dormitory.
- (v) To provide help in reading, writing, homework, projects carried out by the students.
- (vi) Counsel and guide the students regarding their performance in academic and co-curricular areas.
- (vii) Interact and inform the parents about academic performance of the child on PTM Day.
- (viii) To encourage bright students to help support needy students of the house/class (group peer learning).
- (ix) Inform Principal in case any child of his/ her house needs special attention for academic improvement.
- (x) To ensure that the children attend the classes regularly.
- (xi) To ensure availability of text books, note books and other stationery items to the children of his/her house.
- (xii) To ensure that the children of his/her house visit library regularly so as to promote reading habits/skills and also to ensure to refer literature/reference books as per his/her requirement.
- (xiii) To keep a close eye on the progress chart of children going to appear for CBSE exams (X and XII) and fortnightly interaction with the subject teachers for remedial teaching, if need arises.

4. Co-Curricular, Games and Sports duties:

- (i) Organize Co-curricular Activities as per the calendar of activities.
- (ii) Train the inmates well to help them participate effectively in the activities.
- (iii) To ensure participation of every child of his/her house in every competition co-curricular / games / sports activities organized in the school on rotation basis.
- (iv) To select, guide and train students for all inter house competitions with the active help of other details.
- (v) Associated Teacher of every House is a helping hand to the House Master. He/she, in co-ordination with the House Master, as a colleague, shall provide support to the children in all respects.

- (vi) Carry out the house related responsibilities assigned by the Principal/Vice Principal.
- (vii) To strive to know students of the house individually and assist them in the development of the character and personality.
- (viii) To attend morning PT and evening games depending upon availability of the HM.
- (ix) To organize house meeting and competitions.
- (x) To take round of house after the lights are off.
- (xi) To take lunch with the children of the respective house.

5. Records to be Maintained by each House:

- (i) **Students' Profile:** This consists of the bio- data of the students. This must clearly specify the socio-economic background of the child and also health and family problems, if any. The ambition of the child must be known in order to guide them to achieve the same.
- (ii) **Attendance Register:** Every HM is expected to maintain an attendance register. House master will recommend the leave of students of his/her house, except on medical cases where Staff Nurse shall recommend the leave. Leave must be sanctioned by the Principal on the recommendation of the HM/SN. Approval of the Principal for sending the child with parents is required. Any unauthorized absence of students after vacation must be brought to the notice of the Principal immediately. Any movement of the student from the house must be got recorded by the Hostel Warden in the movement register.
- (iii) **House Meeting Register:** Every house will have a house meeting register. Every house master is expected to conduct those meetings along with associated Teacher atleast once in a fortnight. The minutes of the house meeting should be registered. The resolutions taken, progress, short comings must be discussed and strategies must be made. All the house meetings should be held in democratic manner giving importance to the ideas of the main stake holders.
- (iv) **Academic Register:** This register is to be maintained to keep a track on the academic performance of the house inmates. The same may be discussed with the parents on the Parents' Day.
- (v) **Counselling Register:** The register is to be maintained to keep a track on the change in the behavior of that particular inmate to whom counselling has been given. Any abnormal behavior on the part of the student must be handled carefully and the same may entered in the register.
- (vi) **Activities / Achievements Register:** The register records all the achievements of the house inmates in various activities like CCA, Games & Sports, Scouts & Guides, NCC, NSS etc.
- (vii) **Record of Students' behavior:** As per the remodelled assessment a record of students' behavior may be maintained.

6. Mess Duties

- (i) All House Masters shall remain present in the dining hall and take their meals only with their Houses as per seats assigned to them.

- (ii) They shall dine with the children (i.e. not after the children have left the dining hall). They should keep an eye on the children who are sitting with them on the same table to ensure that all children are present and are taking meals.
- (iii) Absentees (students other than those who are on leave and tour) are invariably to be enquired and to be traced.
- (iv) Efforts should be made to teach table manners (etiquettes) to the children.
- (v) In case Children want more quantity of food, they should not be allowed to get up from their seats, in case duty children are assigned to replenish the food served on the tables.
- (vi) They should ensure that proper discipline is maintained by children during meals.
- (vii) House Masters, being head of the House System, should ensure that all the children of his / her House are being looked after by those who are on serving duty.

7. Duties shared with Hostel Warden: -

- (i) **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.
- (ii) **Health Issues:** First Aid Box/Kit shall be made available to Hostel Warden, House Master, Staff Nurse and PETs. First aid box shall be carried by the PETs during sports and games activities.
- (iii) **Preventive Measures:** To ensure Safety and Security measures of each child at all times in accordance with the guidelines of the NESTS with Hostel Warden under the supervision and guidance of the Principal.
- (iv) House-wise grievance box should be installed and opened by EMRS Grievance Committee under the supervision of Hostel Warden.
- (v) **Punctuality:** He/she along with the Hostel Warden shall ensure punctuality in the daily routine of the house from rouse to bedtime and in other organized activities.
- (vi) **Ragging /harassment:** To ensure along with the Hostel Warden that under no circumstances, senior students harass/rag juniors either in the house or on the school premises.
- (vii) **Dealing with the cases of indiscipline:** All cases of indiscipline and unhealthy behaviour of the students are to be brought to notice of Vice Principal and Principal for appropriate action to be taken by Principal on the report of EMRS Discipline Committee.
- (viii) Issues of home sickness, anxiety, maladjustment, etc., if any, should be brought to the notice of Principal and Counsellor for necessary support/ remedial action.
- (ix) Hostel Warden will participate in happy hours conducted in the houses at night along with House Master.

DUTIES AND RESPONSIBILITIES OF HOSTEL WARDEN IN EMRS

1. Exclusive Duties: -

- (i) **Ensuring Cleanliness and Maintenance and upkeep of the dormitories:** Hostel Warden shall ensure that:
- a) Housekeeping staff clean the dormitories (wash rooms, toilets, staircases, common areas etc) twice a day.
 - b) 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 any issue/danger point is noticed in the dormitories/surroundings, the same should be brought into notice of the Principal/ HM for immediate action.
 - c) Drains around the dormitories are cleaned on daily basis.
 - d) Appropriate cleaning materials are used by housekeeping staff in cleaning of toilets and washrooms.
 - e) Waste generated in the dormitories is disposed atleast twice a day by housekeeping staff.
 - f) Dustbins are available in the dormitories.
 - g) Regular grass /bush cutting and ensuring cleanliness around the dormitories on regular basis (Once in a fortnight).
 - h) Electrical wiring and switch boards are intact and if found faulty, get them repaired immediately through Electrician-cum-Plumber.
 - i) 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 for priority redressal.
 - j) Broken windows, doors, window panes and other Maintenance & Repair related issues of Hostels should be reported to the Principal to address the issue with an intimation to HM.
 - k) Any other related duty assigned by the Principal.
- (ii) **Safety and security of students:** Following aspects of safety and security are to be ensured by the Hostel Warden.
- a) Keep a close watch on all the activities and movements of the students in a residential area particularly during non-academic hours i.e., own time - daily, Sundays and holidays, and at night, and report to the HM/Principal about any incident.
 - b) He/ She will ensure locking of the dormitories when students are out of the dormitory for different activities.

- c) Record of visitors visiting the hostels must be maintained and submitted to the Principal for counter signature.
- d) He/she will ensure proper medical treatment of sick students and will report the sickness of students to Staff Nurse.
- e) Any other such duties assigned by the Principal.

(iii) Distribution of items of Student Entitlements:

- a) The JSA shall provide all students' entitlement items except textbooks to Hostel Warden for onward distribution to students with acknowledgement. Textbooks will be issued to students by Librarian.
- b) The Hostel Warden shall distribute the items to students as per schedule and keep the records.

(iv) Daily Routine: Following aspects of daily routine are to be ensured by the Hostel Warden with the help of House Masters:

- a) He/She must ensure that students get up in the morning as per the schedule of the daily routine.
- b) He/She must ensure that students report for different activities as per the schedule of the daily routine
- c) He/she will supervise that all students get up and sleep on time.
- d) He/She must ensure that an EMRS Staff must escort the students while going for different activities.
- e) Lights of the dormitories are off as per schedule of the daily routine.
- f) Rounds are to be carried out even after the lights are off so as to ensure security and to keep the wards away from unwanted activities, and to conduct kit inspection periodically to ensure that the students do not keep any type of undesirable articles, obscene books, check on their cash, etc.
- g) Students shall not sneak out of the dormitories.
- h) Any other such duties

(Principal shall assign duties to security personnel and housekeeping staff in a staggered manner and put them under the supervision of Hostel Warden)

(v) Leave to students: Following aspects regarding leave to students are to be ensured by the Hostel Warden:

- a) Students are to be permitted to leave the campus only along with Parents, with the approval of the Principal.

- b) Leave applications of students are recommended by House Master/Staff Nurse, as the case may be, and approved by the Principal. After approval of the leave, the Hostel Warden shall allow the students along with Parents.
- c) Hostel Warden shall maintain day-wise record of out-passed students in the following format: -

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

- d) The Hostel Warden shall report the cases of unauthorized extension of leave/absence to the Principal.
- e) Hostel Warden shall provide the information of out-passed students to the concerned House Masters on real time basis.
- f) 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 students in-passed								Signature of concerned House Master
		Name of the student	House	Class	Escort Name	Relation with the student	Contact No.	Date of out-pass	Sign. Of the Escort	

- g) Hostel Warden shall provide the information of students reporting to EMRS to the concerned House Masters on real time basis.
- h) 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.
- i) 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).
- j) **Movement Register:** All the movement of the students such as going on leave, vacation and breaks, duty must be maintained in the register. The movement register will have following format:

Name of the student	Date of leaving	Purpose	Escort	Date of return	Signature of the escort		Signature of the student	
					Leaving	Reporting	Leaving	Reporting

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(vi) General Duties:

- a) He/she should be very affectionate and polite with the children.
- b) He/she will attend all sort of the well-being, comfort, and happiness of the students in the Hostel.
- c) He / she will work in coordination with House Masters.
- d) 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.
- e) To ensure that he/she is always impartial and fair equally to all the students.
- f) Interact with the children by providing regular orientation on the important aspects of Safety precautions, guidelines, and principles to be followed.
- g) He/she needs to be cautious of his/her own conduct, behaviour, character, habits, punctuality, and sense of moral values at all times.
- h) To brief the Principal immediately in order to solve any problem of the hostel beyond his reach or domain.
- i) 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.
- j) Principal shall assign duties to Housekeeping staff/matrons/Security Personnel/ Electrician-cum-Plumber/gardener, etc., so that they shall perform their duties under the supervision of Hostel Warden.
- k) The Hostel Warden should share/ interact with Counsellor to ensure emotional guidance to every student of the house in coordination with HM on need basis as per the guidelines of Principal.
- l) Principal shall make necessary arrangements so that the Hostel Warden shall work effectively in managing hostels.
- m) Any other duties assigned by the Principal.

1. Duties shared with House Mater:-

- (i) **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.
- (ii) **Health Issues:** First Aid Box/Kit shall be made available to Hostel Warden, House Master, Staff Nurse and PETs. First aid box shall be carried by the PETs during sports and games activities.

- (iii) **Preventive Measures:** To ensure Safety and Security measures of each child at all times in accordance with the guidelines of the NESTS under the supervision and guidance of the House Master/Principal.
- (iv) House-wise grievance box should be installed and opened by EMRS Grievance Committee under the supervision of Hostel Warden.
- (v) **Punctuality:** He/she along with the House Master shall ensure punctuality in the daily routine of the house from rouse to bedtime and in other organized activities.
- (vi) **Ragging /harassment:** To ensure along with the House Master that under no circumstances, senior students harass/rag juniors either in the house or on the school premises.
- (vii) **Dealing with the cases of indiscipline:** All cases of indiscipline and unhealthy behaviour of the students are to be brought to notice of Vice Principal and Principal for appropriate action to be taken by Principal on the report of EMRS Discipline Committee.
- (viii) Issues of home sickness, anxiety, maladjustment, etc., if any, should be brought to the notice of Principal and Counsellor for necessary support/ remedial action.
- (ix) Hostel Warden will participate in happy hours conducted in the houses at night along with House Master.