



Job Title: Female Hostel Warden

Job Summary:

The Female Hostel Warden is responsible for overseeing the daily operations of the female student accommodation, ensuring a safe, organized, and supportive environment. This role involves student supervision, administrative tasks, health and safety coordination, and maintenance oversight in collaboration with college departments.

Key Responsibilities:

1. Coordinate with the [Students Affairs Department \(SAD\)](#) to assign accommodation spaces for female students.
2. Maintain accurate records of resident students, including attendance, tardiness, and visitor logs.
3. Document and report behavioral observations to the college administration.
4. Monitor student transportation during official holidays, liaising with parents and transport providers.
5. Oversee student shopping trips and other approved outings.
6. Address student complaints and escalate issues to the college administration when necessary.
7. Ensure proper healthcare support and report concerns to the college administration.
8. Enforce hostel rules to maintain discipline.
9. Collaborate with security personnel to regulate visitor access.

10. Supervise routine and emergency repairs in the hostel.
11. Coordinate periodic maintenance and facility upgrades.
12. Prepare the hostel for new student arrivals each term.
13. Coordinate with the [Finance Department](#) to collect hostel fees.
14. Provide necessary services for resident students.
15. Report student absences to the college administration for follow-up.

Required Skills & Competencies:

Qualification: [A minimum of high school Diploma- CK](#)

- Strong organizational and record-keeping abilities.
- Excellent communication and conflict-resolution skills.
- Ability to enforce rules while maintaining a supportive environment.
- Basic knowledge of facility maintenance coordination.
- Experience in student supervision (preferred).