

HALL MANAGER DUTIES:

1. An Institute employee shall be deputed as Hall Manager to assist the Wardens and the Hostel Council
2. The Hall Manager shall maintain all accounts of the hostels and the mess bills including management of rebates. The final mess bill preparation and cross check from all residents is the responsibility of the hall manager
3. The Hall Manager shall assist the hostel council members in matters of correspondence
4. The Hall Manager shall look into complaints of the residents with regard to amenities concerned with accommodation and hostel equipments. Complaints and issues are to be resolved by the hall manager with inputs from the hostel council if any
5. The Hall Manager shall arrange for bill settlements and advances to the Office Bearers for hostel works after obtaining necessary sanction from the Warden duly recommended by the concerned students councilor and General Secretary
6. The Hall Manager shall take stock of furniture, appliances, stereo equipment discs and any other assets of the hostel and of the Institute given to the hostel at the end of each semester or at any time of specific items with the help of concerned secretaries and maintain a proper record of all the assets of the hostel and report to the Warden
7. Hall Manager shall be responsible for general maintenance of the hostel premises and properties of the Institute
8. Hall manager is supposed to follow up on all applications, administrative or otherwise, by the hostel council/warden to the institute authorities, main building and estate office
9. The Hall Manager shall maintain all files and records of the hostels
10. The Hall Manager shall carry out all cash transactions
11. Hall managers are supposed to manage the guest accommodation booking system as directed by the Warden and the hostel council
12. Hall managers are expected to use the postal notification system and manage the incoming posts for students
13. Hall manager and the hostel GSec will allocate rooms at the time of new admissions and semester beginnings
14. The Hall Manager will follow the work schedule as outlined by the Warden and / or the hostel Council
15. The Hall Manager shall discharge any other duty assigned to him by the Warden and/or the Hostel Council