



Ref. No.: SMVDU/SW/25/309

Date: 30th Sep. 2025

NOTIFICATION

Sub: Hostel Caretaker and Supervisors Duties and Timings.

This is to inform all hostel residents that the following schedule and responsibilities have been assigned to the hostel caretakers/ Supervisors in order to ensure the smooth functioning of hostel activities and to address the general requirements of residents in a timely and organized manner.

A. Caretaker and Supervisors Duty Timings:

The Caretakers/ Supervisors will be available in the hostel premises as per the following shifts:

Shift	Timing	Nature of Duty
Morning Shift	06:00 AM – 02:00 PM	Regular duties, maintenance follow-ups, and general supervision
Evening Shift	02:00 PM – 10:00 PM	Student queries, assistance, evening checks, and routine inspections
Night Shift (On-call)	10:00 PM – 06:00 AM	Emergency duty only (health, security, urgent maintenance)

Note: During the night shift, the caretaker will not be on active rounds but will be on-call and available for emergencies. Students are advised to approach the caretaker at night only for urgent issues.

It is mandatory for Hostel Caretakers/ Supervisors to reside 24X7 within the hostel premises.

B. Roles and Responsibilities of the Hostel Caretakers and Supervisors:

The caretakers and Supervisors shall be responsible for the following duties and tasks as part of their daily routine:

i. Daily Supervision and Cleanliness:

- Ensuring that all hostel corridors, common areas, washrooms, and surroundings are cleaned properly.
- Monitoring cleaning staff performance, maintaining hygiene standards and daily log registers.

ii. Maintenance and Repairs:

- Regularly inspecting hostel infrastructure including plumbing, electrical fittings, furniture, etc.
- Reporting any damage or malfunction to the concerned maintenance department.
- Following up on pending maintenance requests from residents.

iii. Security and Access Control:

- Keeping a check on entry and exit timings of residents as per hostel rules.
- Maintaining proper visitor records and ensuring that unauthorized access is strictly prohibited.
- Assisting in enforcing hostel reporting and addressing late entries.
- Taking attendance

iv. Resident Assistance:

- Responding to student's concerns regarding hostel facilities.
- Assisting with room allocation, key issues, and minor grievances.

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श्री माता वैष्णो देवी विश्वविद्यालय
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- Providing support during student illnesses or emergencies (in coordination with hostel Warden/Joint Wardens/ Medical staff).

v. Record Maintenance:

- Keeping up-to-date records of attendance, maintenance requests, disciplinary issues, and hostel inventories.
- Helping in the smooth execution of hostel inspections and audits.

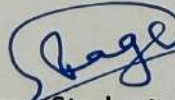
vi. Discipline Monitoring:

- Reporting incidents of indiscipline or misconduct to the hostel warden.
- Ensuring that hostel rules and regulations are adhered to by all residents.

vii. Mess/ Gym/ Sports facility Management:

- Managing mess & Gym/ Sports facility in respective Hostels.
- Managing all hostel related activities as directed by respective Wardens/ Joint Wardens

All Hostel Caretaker/ Supervisors shall report to Warden/ Joint Wardens for delegation of their duties.


30/9/2025
Dean Students Welfare
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Copy to:

- i. Registrar SMVDU, for information.
- ii. All Warden/ Joint Wardens, for information and for circulating among concerned Hostel Caretaker/ Supervisors.
- iii. AR (VC Office) for information of Hon'ble Vice Chancellor.
- iv. Concerned file.