

K.V.R.GOVERNMENT COLLEGE HOSTEL

Functions of the Secretaries: Hostel is a students managed hostel, so with the secretaries the hostel is administrated effectively and efficiently.

1.General Secretaries : General Secretaries monitor total hostel in each and every aspect, if they found any discrepancy immediately they will inform to the Dy.warden & Principal. On the basis of instructions of Principal & Dy.warden they handle the situation and guide the concern secretaries.



2.Strength Secretaries: Strength Secretaries monitor the total strength in the hostel all students are in hostel or any body is absent. They will allot the rooms to the students. They will take the attendance in morning 5:30 to 6:30a.m and evening 6:00 to 8:00p.m



STRENGTH SECRETARIES NOTED IN MATES AND OUT MATES
NUMBER FROM SECURITY

3. Store Secretaries: Store Secretaries on the basis of hostel strength they will purchase provisions & issue provisions to kitchen workers regularly in the morning 10:00 to 11:00 a.m. They will check quality of provisions at the time of receiving from the supplier, if they found any norms are not followed by the supplier immediately return the stock and at the time of issue of provisions to kitchen also they will check the condition of the provisions regularly. They will issue doormats, dustbins, broom sticks and cleaning material to each and every room.



ISSUE OF PROVISIONS BY STORE SECRETARIES TO WORKERS

4. Mess Secretaries: Mess Secretaries on the basis of strength they will give instructions to kitchen workers how much quantity to prepare food in the morning, lunch, snacks, and dinner. They always check the wastage of quantity, on the basis of wastage they will issue instructions to kitchen workers. They always tries minimization of wastage of food. They will maintain discipline in the Mess Hall. They always instruct the students in case of wastage of water and wastage of food.



MESS SECRETARIES SERVING IN THE KITCHEN AND MONITERING

5. Gas Secretaries : Gas Secretaries will check the no. of cylinders are used and any leakage of gas, condition of the cylinders regularly.



6. Vegetable Secretaries: Vegetable Secretaries on the basis of hostel strength they will place order for purchase of vegetables & leafy vegetables from the supplier, and check the quality and quantity of the vegetables at the time receiving the vegetable in between 9:00a.m to 10:00a.m in the morning. They will compare the rates of vegetables with Raithu Bazar which are mentioned in the newspapers regularly. If they found any discrepancy immediately they will inform to the supplier and return the provisions.



**VEGETABLE SECRETARIES RECEIVING VEGETABLES AND NOTING
THE QUANTITY CHECKING THE QUALITY**

7.Snacks Secretaries: Snack Secretaries on the basis of rooms strength they issue the snacks to the students. Sunday and Monday they will issue Special Snacks. They will check the quality, health and hygiene in the snacks.



SNACKS SECRETARIES DISTRIBUTING SNACKS

8.Health Secretaries: Health Secretaries will check about the health condition of the students in the hostel, daily morning and evening. In case of Sick students immediately they will inform to the doctor who visits in evening time from 8:00 to 9:00p.m even though they are not recovered within 2 days or any serious case immediately they will inform to the parents and sent them to home. Up to that sick students will keep in emergency room.



HEALTH SECRETARIES TAKING CARE OF SICK STUDENT IN SICK ROOM

9.Cleaning Secretaries: Cleaning Secretaries will check the rooms cleaning maintained by students in the respective rooms. If they found any room was not cleaned they will impose fine for the total room students.



CLEANING SECRETARIES GIVING INSTRUCTIONS IN CLEANING, DISADVANTAGES OF PLASTIC & IMPORTANCE OF PLASTIC BAN

10.Workers Secretaries: Workers Secretaries will check the work done the workers in cleaning, maintance of washrooms, total hostel campus.



11.Electrical Secretaries: Electrical Workers will check electrical requirements & works in the hostel campus, plumber work, carpenter work, sanitary repairs etc., in the hostel on the basis of the requirements they will inform to the concerned workers.

12.Accounts Secretaries: Accounts Secretaries will check the preparation of mess bill, total cost statements, payments statement, funds available in the hostel.



DY.WARDEN GIVING INSTRUCTIONS REGARDING ACCOUNTS TO SECRETARIES

13.Study Secretaries: Study Secretaries will check the study hours followed by students daily morning and evening. They will maintain the hostel library, issue the books to the hostelars maintain the issue & return register properly, conduct quiz, group discussions regularly.



STUDY HOURS IN THE HOSTEL BY SECRETARIES

14.NCC Secretaries: NCC Secretaries will monitor the practice of marchfast of the NCC students in the hostel and as per instructions of NCC in-charge they will guide the students.



15.Sports & Games Secretaries: Sports and Games Secretaries daily morning they will take minimum 2 rooms students to give practice in games and sports in the morning and evening., and explain the need of physical education, mental health, etc.



16.Cultural Secretaries: Cultural Secretaries will arrange the programmes in the hostel day, freshers Party and events in the hostel.



CULTURAL SECRETARIES ACTIVELY PARTICIPATED IN PROGRAMMES

17.Task Force Secretaries: Task Force Secretaries will check the sanitizers and masks utilization the hostel. They will provide isolation room in the hostel on the basis of need



TASKFORCE SECRETARIES AT ISOLATION ROOM