



PRESIDENCY UNIVERSITY  
KOLKATA

# Presidency University

Hindoo College (1817-1855), Presidency College (1855-2010)

Memo No: PU/DOS/Hostel/2021-2022/01

Date: 11.03.2022

After an elapse of almost 24 months the University is gradually trying to normalise its operations and functioning. Hon'ble Vice Chancellor is considering the present health safety and hostel management issues carefully in order to open the hostel and commence its operation maintaining appropriate COVID-19 Protocol. Accordingly the University require teachers as Superintendent and Assistant Superintendent for both Boys' and Girls' Hostel to ensure proper conduct of the day to day hostel affairs while strictly maintaining COVID -19 norms & safety regulations. The post of Hostel Superintendent and Assistant Hostel Superintendent are to be held by University teachers only in addition to his/her normal academic assignments and tasks. Applications are sought by the University from interested faculty members for the post of Hostel Superintendent and Assistant Hostel Superintendent for both Boy's and Girls' Hostel. The application may please be submitted through email to: dean.students@presiuniv.ac.in by 31.03.2022.

The following points may please be noted in respect of the post of Hostel Superintendent and Assistant Hostel Superintendent:

1. Mandatory Residential accommodation in respective Hostel campus.
2. Free semi-furnished accommodation within the Hostel campus will be provided against deduction of HRA.
3. Honorarium :  
Hostel Superintendent : Rs 10,000/- per month  
Assistant Hostel Superintendent : Rs 8,000/- per month.
4. Free transportation will be provided for attending the University and back to the Hostel. Hostel bus needs to be availed during the allotted time for the said facility.

Duties and responsibilities as Hostel Superintendent/ Asst. Hostel Superintendent:

- a) To ensure strict maintenance of COVID-19 Protocols within the Hostel campus
- b) Overall administration of the Hostel
- c) To ensure proper maintenance of Hostel records, registers etc. in respect of students, staff, etc. and other administrative matters. Maintaining attendance of boarders and their movement registers.
- d) To ensure safety and security of all boarders at all times.
- e) Maintaining discipline in the Hostel and ensuring peace and harmony of all inmates.
- f) To ensure that no ragging takes place in the hostels and maintain a ragging free environment.
- g) To ensure proper and regular housekeeping and cleaning of the Hostel premises.
- h) Ensure no damage to the hostel furniture and fittings
- i) To respond to the medical emergencies of all students. To arrange first-aid in case of any health emergency and arrange for hospitalization of students /staff, if required in coordination with the Dean of Students.
- j) Accompany students to the hospital in case of serious illness or injury.
- k) To address the infrastructural issues in the Hostel to Dean of Students for timely resolution of the same.
- l) To ensure proper Canteen service in the Hostel and monitoring in respect of the quality of the food served.
- m) The tasks and duties are to be carried out in coordination with the Dean of Students.

Issued under the direction of the Hon'ble Vice- Chancellor.

  
Dean of Students

