

Duties and responsibilities of Rector

- To take a responsibilities of overall management for smooth functioning of the Hostels.
- To appoint and train the Wardens for a period of two years.
- To take care of environment around the hostel must be clean, safety and protective.
- To keep a record of room allocation as well as maintain a ratio of furniture and number of students in each room.
- To supervise overall functioning , welfare, and discipline among the students
- To contact and visit periodically with Wardens, staff and students.
- To manage time and place for study during examination
- To encourage the students for extracurricular activities.
- To instruct the Wardens shall be responsible for the health, hygiene and general welfare of the students and be present at all matters of heath, sickness, diet, sanitation and cleanliness in accordance with the advice of the Medical Officer and Health Officer.
- To ensure the correctness of receipts and issues of mess stores, Crockery, etc. and stock balance and will attest all entries in the relevant stock register as well as evaluate the closing stock.
- To follow the any other duties assigned from time to time.