



**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) Grade 'A' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2,  
Sector-1, Kamothe, Navi Mumbai – 410 209.

Ref No. MGM/NBCON//IA/ 03/2021

Date :- 10.03.2021

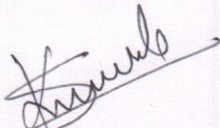
**Job Title: Hostel Warden**


**Summary of duties:** The hostel warden plays a crucial role in creating a safe and comfortable living “home away from home” environment for the resident students. She is responsible for the overall (social, emotional, and cultural) well-being of students. As ours is a girl’s hostel attention to the safety and security of students is a must.

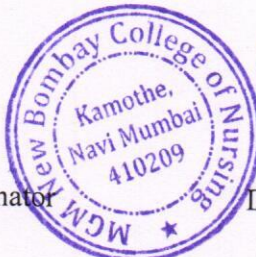
The hostel warden demonstrates leadership by planning, coordinating, directing, supervising, and monitoring the activities hostel, students, and staff working under her. She will coordinate with the hostel coordinator, UG program coordinator, and the Director of the college.

**Job Responsibilities**

1. Responsible for allotment of rooms to students.
2. Establish rapport with newcomers and senior students.
3. Responsible for maintenance of the hostel and ensuring a safe and healthy living environment for the students.
4. Coordinate with the mess manager and look after the quality of food served in the hostel.
5. Monitor the students during study hours and keep strict discipline among students.
6. Resolve the grievances/complaints of the students.
7. Arrange for hospitalization of sick students.
8. Takes morning and night roll calls
9. Maintains control over the visitors.
10. Report to the Director in case of any indiscipline or misbehavior by the students.

  
Hostel Coordinator

  
UG Program Coordinator

  
Director

