



Mahatma Gandhi Mission's

## **MEDICAL COLLEGE**

Sector- 01, Kamothe, Navi Mumbai - 410 209.

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### **The roles and responsibilities of a Hostel Warden at MGM Medical College Hostel include:**

**Student Welfare:** Ensuring the well-being and safety of the hostel residents, including their physical and emotional needs.

**Security:** Overseeing the security of the hostel premises, including monitoring entry and exit, and ensuring the safety of residents.

**Discipline:** Enforcing hostel rules and regulations, maintaining discipline among residents, and addressing any disciplinary issues that may arise.

**Administration:** Managing the day-to-day operations of the hostel, including allocation of rooms, maintenance, and upkeep of facilities.

**Complaint Resolution:** Handling and resolving complaints or concerns raised by hostel residents in a fair and timely manner.

**Health and Safety:** Ensuring that the hostel premises are safe and hygienic, and taking necessary precautions for fire safety and emergency response.

**Student Support:** Providing guidance and support to students, including academic counselling, if needed.

**Records and Documentation:** Maintaining records of hostel residents, attendance, and any incidents or issues that arise.

**Communication:** Acting as a liaison between hostel residents, college authorities, and other relevant stakeholders.

**Emergency Response:** Being prepared to respond to emergencies, such as medical crises, natural disasters, or other critical situations.

**Crisis Management:** Developing and implementing crisis management plans for various scenarios that may affect the hostel.

**Community Building:** Organizing events or activities to foster a sense of community and camaraderie among hostel residents.

Supervision: Overseeing the work of subordinate staff, such as security personnel or cleaning staff, if applicable.

Compliance: Ensuring that the hostel operates in compliance with all relevant laws and regulations.

Reporting: Providing regular reports to college authorities on the status and issues related to the hostel.

 Dean

**Dean**  
MGM Medical College & Hospital  
Kamothe, Navi Mumbai-410209