

# IILM - Standard Operating Procedures

---



## Institute for Integrated Learning in Management IILM Graduate School of Management

---

*Ref no: hostelmgt/4:2017/gsm*

### **Hostel Management**

**Prepared by:** Col. M M S Bhatia (2009)

**Modified by:** Col. Kushwaha (2017)

**Approved by:** Prof. Sonika Sharma (2017)

- (a) The maintenance of the facility is the responsibility of the hostel warden. Support staff (housekeeping, electrician, plumber etc.) will be provided as per requirements.
- (b) An inventory of the building is required to be maintained by the warden.
- (c) As and when a student vacates the hostel the warden should carry out a check and then give clearance to the student.
- (d) A suggestion / complaint register should be placed in the hostel so as to be easily accessible to the students to register their views.
- (e) This register should be scrutinized by the warden on daily basis and he /she should endorse the action taken upon the complaint.
- (f) The register should be put up to the Admin Manager on weekly basis for perusal.
- (g) The warden should be carrying out regular inspection of the hostel rooms, bathrooms for general cleanliness and misc fitment items like electrical fittings, furniture and bathroom fittings etc.

*Ref no: hostelmgt/4:2017/gsm*

# IILM - Standard Operating Procedures

---

The following officers constitute the Hostel Management:

a) Director	9911416025
b) Dean – Students	9899411316
c) Warden	9599053582
d) Admin Officer	971042555
e) Faculty In charge Hostel	9873254263

*Ref no: hostelmgt/4:2017/gsm*