


Name	:	Ms. Saina Kumari	
Designation	:	Assistant Hostel Warden cum Nursing	
Qualification	:	BA & GNM Nursing	
Experience	:	Total 10 years ICFAI Jaipur 5 years	

- ⇒ Taking care of and supervising students residing in the hostel.
- ⇒ Ensure the safety and security of all girls at the hostel premises.
- ⇒ Monitoring entry/exit, addressing queries, and ensuring timely responses to emergencies.
- ⇒ Maintaining records, handle paperwork, communicate with parents or guardians, and follow up on complaints or concerns.
- ⇒ Ensuring the timely maintenance of the hostel facilities, including cleanliness, sanitation, and timely repairs.
- ⇒ Communicating with residents, staff, and management, as well as coordinating with other departments as and when needed.
- ⇒ Ensuring that the mess food is proper and hygiene is maintained.
- ⇒ Providing first-aid support to all the girls at the hostel if required.
- ⇒ Ensuring that hostel security guard are on time as well as scheduling their duties.
- ⇒ Taking care that housekeeping staff perform their responsibilities on time and ensure proper cleanliness in the hostel.
- ⇒ Perform flying duties during the college examination.