

Code of Conduct for Governing Body

- To ensure that the institute is well run, meets the needs for which it has been set up.
- To ensure smooth functioning of the institute by keeping in view Vision, Mission and Quality Policy of the institute
- To use reasonable care and skill in their work as members of the governing body and must seek professional advice where appropriate
- To regularly attend meetings of the governing body and the committees on which they serve, and acquire appropriate knowledge to contribute effectively to decision making
- Make such provisions, as may enable Institute to undertake specialized studies with proper provision for laboratories, libraries, museums and equipment.
- Establish Departments, Colleges, Schools, Institutes of higher learning, research and specialized studies, hostels.
- Present the budget estimates as received from the finance and accounts committee with modifications, if any, to the principal for its final approval.
- Provide infrastructure, premises, furniture, apparatus and other means needed for the smooth conduct of the work of the institute.
- Consider the perspective plan for the academic development of the institute.
- Take overall responsibility for student welfare.

The output of the Institutions is directly dependent on the quality of intake of the employees, clearly defined job profiles of all the employees, efficient performance of duties by them, employees job satisfaction and their well being. This is possible when roles, responsibilities & duties of each employee are clearly defined.

The Management is available to assist and facilitate the functioning of the senior Appointments, and also to guide on critical issues. The Management should avoid the temptation of interfering in daily routine affairs. On the other hand, each category of employees should be encouraged to work unhindered with total dedication and without fear. The important officials & their responsibilities are given in the succeeding paragraphs.


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(Affiliated to Rajasthan Technical University, Kota & Approved By AICTE, Govt. of India)

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Code of Conduct for Director /Principal

The Principal is the head of the Institution & is responsible for all aspects of the academic and administrative functions. He / She have specified financial powers as well. In more specific terms, these responsibilities are

- **To abide** by the guidelines, Rules and Regulations of AICTE, RTU and the CES for all Academics, Administrative, and Financial & General matters of the Institution.
- **Planning & Execution and Outcome** : Principal is responsible to prepare the long term and short-term plan for the overall growth of the Institute, in consultation with the Departments. He / She will also prepare advance budget estimates. He / she quantify the work of all the Departments.
- **Improving upon Established Procedures & Practices** : The Principal is responsible for proposing structuring/ re-structuring for improved academic/administrative functioning. The Principal has special role to prepare the academic regulations, teachers guidelines, administrative manual for code of conduct, disciplinary regulations, career advancement plan or any other rules or regulations for the smooth & efficient functioning and advancement of the Institution.
- Ensure strict discipline by staff & students.
- **Academic Programs** : The Principal has a special role as the custodian of innovation and high standards in academic matters. It includes diligent conduct of both Theory and Practicals.
- **The Principal** will also encourage extra-curricular programs designed to encourage the intellectual and cultural development of the faculty and the students.
- **Personnel Administration** : The Principal will be familiar with the details of the collective agreements and/or University policies and administrative guidelines and conventions governing the employment of faculty and support staff in the Institute , and will ensure adherence to those agreements and policies.
- **Personal Development of Faculty & Staff** : Principal has an obligation to foster the professional development of faculty and staff. The Principal has a special responsibility to ensure employment of faculty of the highest quality, and to develop policies whereby the potential of faculty in teaching and research is maximized. The Principal will ensure that the workload of faculty is assigned in a fair and equitable manner.
- **Research activity**: The Principal has a special role responsibility to foster research and other professional activity by faculty members, by supporting research in the infrastructure of the Faculty or Institute and by supporting attendance at academic conferences and seminars.
- **Career advancement**: The Principal has a special role in the Promotion process. He or she will also see that the candidate is properly advised at all stages, will endeavour to ensure that the conditions of hiring and employment will maximize the output of faculty

members and will ensure that individuals are considered for promotion at the appropriate time. The Principal is assigned the responsibility of commenting on Annual Appraisal Form files for tenure and promotion.

- **External Relations :** Principal will be familiar with the affiliating University, AICTE and any other University. The Principal represents the Institute in any specific local, regional, national or international foras as and when assigned by the Management.
- **Reporting Relationships :** The Principal is appointed by the Management and is ultimately accountable to the latter. His/her routine reporting line on most academic matters is through the Chairman.
- **Library:** The Principal will ensure that sufficient number of books, periodicals, multimedia materials, newspapers and any other materials required for the teaching-learning process are available in consultation with the departments and the librarian. He/she will also adopt the latest technology in library science.
- **Projects/Publications:** The Principal is responsible for minor and major projects and publications in any form.
- **Prevention of Ragging:** The Principal is responsible for instituting all anti ragging measures & prevent any cases of Ragging whatsoever.
- **Others :** The Principal is responsible for Students Affairs, Welfare of Teaching Staff & Students, General Discipline, Smooth conduct of internal & university examination & record keeping.


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Code of conduct for the Dean (Academics)

The Dean (Academics) shall be responsible for carrying out all academic matters under the guidance of the higher authorities as per RTU stipulations. He / she shall also carry out other duties and responsibilities as assigned to him by the Chairman/Principal from time to time. Details are amplified in the Handbook of Rules.

Dean of Academic Affairs (DAA) is responsible for the efficient conduct of all academic activities pertaining to curriculum and faculty development, in that:

- Generation of student data required for Student Information System (SIS).→
- Dissemination of Syllabus Changes, Preparation and Circulation of Time-Tables→ (Class, Room).
- Preparation and Circulation of mid –term examination timetables before the start of→ the academic session.
- Preparation and Circulation of end term laboratory time tables.→ Follow up the following activities of the Departments:→
 - i. Submission on time the mid-term examination marks to the office of the Principal.
 - ii. Taking Student Feedback for each Subject (Two times in a Semester-First Feedback one month after Commencement of Class work and the Second at the of the Semester).Appropriate action to be taken by the HOD's in Consultation with the Dean and the Principal.
 - iii. Taking Suitable action on the feedback received from the parents, employers.
- Conduct Workshops at the Institute and encourage the Faculty to attend workshops→ at the National level for the academic development of the Faculty.


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Code of Conduct for Chief Proctor

The Chief Proctor shall look after the discipline and ragging problems as per the rules of Hon^{ble} Supreme Court/UGC/AICTE/RTU. Details are given in the Handbook of College Rules.

The office of the Chief Proctor of RCEW is established with an objective of enforcing discipline and controlling the student activity. The college monitors the progress of the students at a closer level with the help of this office. Office of the Chief Proctor has all the Proctors of all departments as Board of Members.

- The Chief Proctor shall be the Member Secretary of the Discipline Committee, and he/she shall convene the meetings of the Committee.
- The Chief Proctor shall be assisted by Deputy Proctors and Assistant Proctors.
- The Chief Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.
- The Chief Proctor shall :
 - i. Monitor the disciplinary climate prevailing in the student community.
 - ii. take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;
 - iii. Collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students.

Whenever considered necessary, the Chief Proctor shall place the relevant information before the Director / Principal or the Discipline Committee for their decision; and

- iv. issue all orders relating to disciplinary proceedings against students.
- v. The Chief Proctor shall make arrangement for the maintenance of Cycle/Scooter Stands in the Faculties.
- vi. The Chief Proctor shall maintain liaison with the college Administration in matters regarding the law and order situation in the college Campus.
- vii. The Chief Proctor shall have the power:
 - a) to suspend or institute proceedings in cases of breach of discipline, referred to him/her by the Director / Principal or reported to him/her by any other person or noticed by himself/herself.
 - b) to suspend or gate a student up to a maximum period of two weeks; and
 - c) to impose a fine as prescribed from time to time.



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- viii. In all cases of disciplinary action, where the Chief Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Discipline Committee for suitable action.
- ix. . The Chief Proctor shall perform such other functions as the Director / Principal may direct from time to time.

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Code of Conduct Training and Placement Officer

- To keep the student informed about potential job opportunities and guidance from time to time. As a part of industrial institute interaction, students are exposed to the actual work environment of various industries. Hand-on training is offered to the students both on the conventional as well as in advanced techniques.
- Organize sessions of aptitude test group discussion and guidance programs on how to face interviews for the students. Placement cell also assists students to produce quality final year project.
- Also entertaining the companies requests for the details of passes out students for employment by maintaining a strong database of our students those who have completed their degree.
- The placement office serves to merely bridge the gap between a job-aspirant and a prospective employer. It is also in charge of correspondences with various companies with a view to invite them to college for campus recruitment.
- To provide information to student outside the classroom such as the future prospects in the subject, the competitive exam etc.
- Coordinate with all departments to maintain quality of academic activities and all the ground level activities in training and placement department.
- Arrange summer training for the student of engineering branches as well as MBA.
- T.P.O. shall gather, maintain and update the database of different industries in the country and abroad and educate faculty and students in this regard.
- T.P.O. is to organize training of students for different skills in consultation with HOD.


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Code of Conduct for Controller of Examinations

The Controller of Examinations shall look after the work related to examinations both internal and University Exam. He/ she is Incharge of Examination and he / she is overall responsible for the evaluation system in that:

- To liaise with Dean of Academic Affairs for preparation of mid exam and end Lab exam schedules.
- To ensure that mid exam papers as per the norms in sufficient copies as per the strength of the class along with attendance sheets should reach the departments before exam due date.
- To ensure proper conduct of the examination
- To preserve the Question papers of Mid exams and End exams for future review.
- To preserve the evaluated Mid exams and Lab answer sheets, End exam answer sheets branch wise, year wise for a period of one academic year and have them destroyed after the due date as per norms
- Any change in schedule due to valid but unavoidable reason duly approved by the Principal should accordingly be made and communicated to students through departments.


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Code of conduct for HOD

The HOD is responsible to oversee the academic and administrative functioning of the department. Precise responsibilities are :-

- The HODs will coordinate all the academic and administrative activities in their respective departments. He / she will also encourage research and create a suitable environment for it.
- HOD will be responsible to propose, prepare and forward the long term (5-6 years) and short-term (2-3 years) plan for the department. All such forecast requirement and suggestions will be forwarded to the Principal.
- HOD will ensure that the department is working effectively and efficiently towards achieving academic excellence.
- **Personnel Administration** : The HOD will be familiar with the details of the Institute /University policies and administrative guidelines and regarding the employment of faculty in the Department. The HOD should see that the faculty and staff are advised at all stages for their career advancement.
- **Reporting Relationships** : The routine reporting line of the HOD on most academic matters is through the Dean, and Principal.
- **Books/Projects** : The HOD is responsible for minor and major projects of the department. HOD will ensure that sufficient numbers of required books are requested for Library/Book-bank well in time.
- **Others**: The HOD is responsible for general discipline, students affairs of the department and he will monitor the smooth conduct of Sessionals / Practical & University Examinations.
- They will provide effective leadership and set good precedence in their respective departments so that their younger colleagues feel proud and follow them.
- They will assist the Management in the recruitment of teaching and non-teaching faculty of their respective departments.
- All the applications regarding leave (part or full) or any other request from respective faculty / HODs will be forwarded by the HOD to the Principal during working hours.
- If any faculty member (teaching/non teaching) has any difficulty, he / she should discuss it first with the respective HOD before approaching the Management.
- The HODs for proper functioning of laboratories, will appoint laboratory Incharge. HODs in consultation with lab Incharge will finalize the list of equipments required and ensure that the labs are well maintained and the experiments are performed systematically and methodically.
- HODs from time to time will check that the experiments performed by the students are regularly submitted, checked and evaluated by the teachers concerned.
- HODs will analyse the results of the students of their respective branches within a week from the date of declaration of results and submit the same to the Principal along with the remarks.
- If any teacher remains on leave due to sudden illness or due to any unforeseen reason, the respective HOD will make alternative arrangement, so that his/her teaching load is engaged.



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- HODs will review, from time to time, the performance of each and every teacher and non-teacher in their respective departments and inform the concerned teacher/non-teacher about it so that he/she gets an opportunity to improve. At the end of each semester, HODs will forward the performance reports to the Principal along with their remarks. Based on these reports, the Management will grant increments, reward or censure.
- To achieve the objective, HODs will hold regular meetings with their departmental colleagues (may be once in a fortnight) and discuss the departmental problems related to the academic and administrative matters.
- HODs are directly responsible for the following :
 - i. Students attend classes in proper college uniform.
 - ii. Students exhibit proper behavior in the classes & campus.
 - iii. Students get required training from Department of CRT, Training & Placement so as to make them industry ready.
 - iv. Keep parents will informed about the performance of all their ward & about indiscipline, if any.


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Code of conduct for the Faculty

Teaching as per AICTE, RTU norms

- Know their subject, syllabi and also know their students.
- The content of the syllabus, as prescribed by RTU will be conveyed to the class at the beginning. The faculty should project the topics, no. of lectures proposed reference of source material, etc.
- The faculty teaching the theory course is responsible for setting the question papers and examination of the script.
- Evaluation of the examination scripts will be completed in 05 days
- The faculty is required to ensure that, in case of inability to take any class due to unavoidable circumstances, a prior alternate arrangement is done with the help of coordinating faculty so that classes are held. An extra class should be arranged to compensate for the class not engaged
- It is essential that extreme care is taken in matters of attendance and grades.
- The attendance record should be submitted to coordinating faculty at the end of each month for reporting to students / parents in cases of shortage.
- The effectiveness of class teaching is assessed through feedback questionnaire and class committee discussion. The teacher is also expected to provide feedback of students.
- Nominate two class representatives and encourage students to volunteer for various activities.
- If nominated as Batch Counselor, perform his duties most diligently.

Tutorials : Tutorial is considered important. The tutorial should be student centered rather than teacher centered. Tutorials need to be very objective in what needs to be done period wise. Students should be expected to submit the solutions within a stipulated time as assignment to the faculty responsible for tutorial. The faculty should insist that students are made to work for assignment.

Practicals : The experiments are to conform to the theoretical topics of the corresponding subject. The laboratory assistant has to be instructed to make materials / components available. If a student is found not to have done an experiment properly or to have done without conceptual clarity, he should not be allowed to take up next experiment.

In the beginning of a semester tutorial class may be used to explain the experiments to the students.

Meetings : Interactive participation and co-operation between the Principal, teaching faculty and other staff on an ongoing basis is of vital importance for the continuous progress and development of an educational Institute. Accordingly, regular meetings between faculty groups and others shall be held to discuss new and innovative ideas for improving and/or upgrading the activities of the Institute and to discuss problem areas, if any. Participants of such meetings shall



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also suggest appropriate measures to resolve problems if any. Once a quarter or more frequently, as may be prescribed by the Principal, attendance of all teachers and other members of the Staff at such meetings should be compulsory.

Extra curricular activities : Nowadays, merely classroom teaching can not resulted sufficient exercise for overall development of the students. A part from regular teaching it is expected that the teachers will take keen interest in other extra-curricular activities like games, supports, and debates group discussion, fine arts, cultural activities, seminars, symposium and workshops.

Batch-counselor: Regular counseling is the most required exercise from both teacher's as well as student's point of view. The batch counselors are the mentors and should regularly remain in touch with the students allocated to them. They should give them a patient hearing and help them overcoming their emotional and other problems related with their studies. The students who are in the final year should also be guided how they should prepare for various complete examinations like CAT, GMAT, GATE, CARE, Civil Services engineering services and face the interviews.

Result Analysis & Data Maintenance : The teacher is supposed to be the best judge of his/ her subject so he / she used to analyses the result of their subjects soon after it is announced by the University and submit the same to their HODs with their comments. They will also suggest the ways and means to improve the result in future.

The Teachers will maintain a record of the ISTE/AICTE course attended, Seminars/ Workshops, etc. attended paper presented in any research journal or in a conference, award won, etc. If you are permitted by the Management of purpose Master's degree or Ph.D degree you should also prepare a progress report at the end of each session and submit the same to the Principal through HOD. At the end of the academic session you will fill a performance appraisal form and submit to the Principal through your HOD. Teachers may also maintain a record if they perform duties like time-table work, practical work, examination work, admission work etc.

Performance Appraisal: The Performance appraisal report will be evaluated by the Management at the end of each session and if found satisfactory the annual increment will be granted. If the performance has not been adjudged satisfactory the concerned teacher will be told about the short coming and the increment will be frozen.

Involvement in Research: A teacher will be required if he/she publishes a research paper in a reputed journal, receives excellent remark on his/her performance appraisal report. The department as a whole may be rewarded if at least two students in a class secure university positions or result of the students in any one semester is more than 95%. The PTI may get a reward if in any two events two students get first prize in the games / sports tournament organized by the University of Rajasthan or one student or one student gets prize at the National level. Individual awards may also be given to teachers if any student guided by a teacher gets



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selected in civil services, engineering services etc. in the first fifty ranks. It is made clear that no teacher will indulge in any kind of private coaching and accept remuneration/gift from any past/[present students under the pretext of providing guidance.

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Code of conduct for the Lab Asst./Workshop Technicians

- **Drawing the Keys and Getting Cleanliness Done:** They will come in time for their duties and draw the keys in time. They should get the floors cleaned by the sweepers detailed for their labs. All tables and instruments shall be cleaned by themselves.
- **Security:** They will not hand over the keys of their labs to anyone except the lab incharge. They will not leave the lab unattended at any time. They will lock it whenever they go out, even for a short while. Merely closing doors without locking is not enough. They will be cautious and vigilant during practicals/ classes and ensure that no single item is taken away by anyone. They will ensure that the lights and fans are put off, when not required and at long closing time. They are to make sure that all doors and windows are closed and bolted properly. If any item is missing during working hours, it will be their sole responsibility. They will hand over the keys themselves to the authorized person
- **Taking on Charge and Issue of Items:** They will ensure that all the consumable/ non-Consumable items are taken on charge in the stock register provided for that purpose. The service-ability of the items will be checked up in the presence of Lab Incharge / HOD of the department and checklist proforma to be filled. Items will be issued in the loan register. No item will be issued to anyone without taking his signatures in loan register.
- **Cooperation and Assistance:** They will provide full-cooperation and assistance to all the faculty members in carrying out their duties properly.
- **Periodic Check** - There should be **periodic check** on the working of the equipment. Any malfunction should be reported to the supervisor/co-coordinator /HOD formally and steps should be taken to remedy the malfunctioning.
- Technicians should ensure that all catalogues, data sheet, laboratory manuals etc. related to equipments, components, experiments of the laboratory are available for reference. Such documents should be issued to students for photocopying only for the relevant portion.


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Code of conduct for Non-Teaching Staff

Administrative staff shall be comprised of such functionaries as Registrar, Annual Stock taking Board, Librarian, Hostel Warden, etc, who shall be assigned duties by the Principal/ Director and the Registrar as deemed best for the smooth functioning of the Institute.

Duties of Registrar : Registrar is a key position in any academic institution. He is administrative head for entire subordinate staff except technical staff, which is under respective head of the department. Registrar is responsible for :

- Assist in recruitment of new staff.
- Maintain record of rewards and punishment of all employees.
- Keep record of rewards and punishment for all employees.
- Keep record of all types of leave, increments and promotions and maintain service book of employees. The service book will be signed by the employees once a year as a token of acceptance / accuracy of his / her data.
- Check salary sheet before getting it approved from the Director.
- Check performance of subordinate staff and keep the Director informed.
- Initiate and complete process of procurement of equipment, items, gadgets & stores as demanded by Administrative Officer or the Departments.
- Ensure all procurements are accounted for properly.

Annual Stock taking Board : Order and execute an yearly board to take stock of all fitment items, equipments, furniture's & misc items.

- Keep liaison with the university.
- Over see all work related to examination and university affiliation.
- Keep track of all documents and processing charges to be submitted to university or AICTE.
- Over see stores and purchase department.
- Over see all maintenance and repair work.
- He will assist the Director/Principal in all works except academics, which is the responsibility of respective Heads of the Departments.
- He will advise the Director regarding rules and regulation / services rules.
- Prepare and update duties of all staff under him and more importantly ensure their compliance

Duties of Librarian: Librarian should ensure that library remains open as per Library timings.

- Librarian should ensure that the board giving up to date display of Library at a glance is maintained in the library.



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- Librarian should compile the requirements submitted by the teachers and put before library.
- Librarian should put the proposal to process by Library committee before principal for further processing.
- Librarian should ensure that books / journals are available at proper place.
- Librarian should ensure that timely subscription is made for renewal of magazines / journals.
- Librarian should ensure that entry register be maintained in library including reading room and more effective use of the same is made by the students and staff.
- Librarian should ensure that display of new arrival in respect of books and journals at the separate place in the library.
- Librarian should ensure that the system and reprographic facility are in good working condition.
- Librarian should ensure that syllabus and sufficient number of questions papers of earlier university examinations in respect of all the subject are available in the library.
- Librarian should ensure that proper behavior of the library staff with the student and faculty members.

Duties of Warden: To this end, the key functions of a warden in the Office of Residence Life include but are not limited to the following:

- Serve as administrators, supervisors and community-builders on their respective hostel and floors in their buildings. The Wardens shall be responsible for the health, hygiene and general welfare of the students residing in the hostel of residence which are specifically assigned to her and shall attend to all matters of health, sickness, diet, sanitation and cleanliness and shall be responsible for the students and shall ensure that the students concerned observe the rules framed for their guidance and maintenance of decorum.
- Ability to listen to and establish a rapport with students Liaison with administration and other relevant support/services departments to respond to incidents/emergencies and fulfill other responsibilities assigned such as ensuring adequate security, sanitation and other essentials for the residents. To ensure security of the students by coordinating with the security team and guards. They are expected to go beyond the call of duty and extend work hours in cases of emergency and if any need arises and be available 'on call-duty' whenever required, which provides emergency cover at all times. They have the authority to visit the students at any time in their rooms for their welfare and safety.
- To supervise for the smooth running of the facilities provided and to plan for up gradation and maintenance of these facilities in the hostel of residence and periodically verify the furniture and fittings of the hostel of residence with the assistance of the team operations and take action for their repairs/replacement.

- Ensure safe and healthy living and working environment for resident students. Each Warden will be responsible for the assigned resident students and shall promptly take appropriate action within her power on all cases of misbehavior, indiscipline, and sickness of the residents in her charge and report to Director, Office of Residence Life for cases beyond her powers.
- Promote a collegiate environment, good order and social harmony in the residence hostel. To facilitate this regular floor meetings.
- Enforce discipline and code of conduct in the residence hostel as per the institute's policies and regulations.
- Participate in and facilitate team work in which reliability and ability to manage time effectively will be the key. The Wardens shall be available in the hostel office every day at specified hours.
- Complete necessary administrative tasks such as report writing, surveys, filing incidents, documentation and record keeping with respect to Residence Hostel. Maintaining accurate records and writing reports to help to identify trends that may require action.
- Warden has the authority to take suitable disciplinary action expect expelling an Inmate from the Hostel.
- Warden / College officials have the authority to check the room and visit the students at any time.


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