



Government of Jammu & Kashmir
Industrial Training Institute (Kishtwar)
Technical Education Department



landline : 01995 – 259352

website : www.itikishtawar.com

our motto “ skilled hands secured future ”

email : itikishtawar@gmail.com

fax : 01995 - 261264

mis code: GR01000007

Correspondence Address : Shaheedi Road, Kishtwar, Jammu, J&K, India. Pin code : 182204

ORDER No :- 20 of 2019

Date :- 20 – 05 - 2019

Subject : Hostel Management Committee.

Below officials of this Institute are members of hostel management committee. They will have authority to supervise functioning of hostel on regularly basis.

S. No	Name of Officials	Designation
1	Mr. Inam ul Haq	Chairman
2	Mr. Nisar Ahmad	Deputy Chairman/Member Secretary
3	Mr. Javeed Ahmad	Hostel Warden
4	Mr. Tariq Hussain	Hostel In-charge

Key Tasks :- Main assignment of committee will be that

1. The Application FORM for HOSTEL Accommodation of student will be routed through the above committee.
2. The discipline is maintained in the hostel and campus.
3. To look after the welfare of the students.
4. Regarding disciplinary action against the inmates, committee report will have the value.
5. To check the room and visit the students at any time.
6. Custodian of all the hostel properties.
7. To verify the stock periodically and propose requirements.
8. To look after the grievances, problems and other issues of students.
9. To nominate student(s) as hostel representative.
10. To ensure cleanliness and hygiene are maintained in the hostel by administration and students.
11. To ensure the hotel remains 100% ragging free.
12. To ensure that incidents are recorded for monitoring purposes
13. To communicate effectively with students, hostel representative in both formal and informal settings.
14. To produce written reports to the Principal for disciplinary hearings and where necessary, to attend such hearings.
15. To write reports for incidents that needs to be taken to external agencies.
16. To communicate regularly with the residents and resident staff to ensure the smooth running of the residence.
17. To communicate clearly, calmly and assertively in the event of incidents.
18. To ensure that any security concerns/incidents which are recorded and reported as soon as possible to the Principal.
19. To propose communication with external agencies (police, etc) in the event of incidents.
20. To maintain a good disciplinary environment for the quiet enjoyment of all students in campus and also promote good relations with the local community.
21. **Any other assignment assigned by Principal time to time.**

No. : ITI / Esstt / 282 - 88

Date : 20 / 05 / 2019

Sd/-
(Er. Imran Wajahat)
Principal

Govt. Industrial Training Institute, Kishtwar
Technical Education Department

Copy to :

- 1) Director, Technical Education Department, Srinagar, Govt. of Jammu & Kashmir for information.
- 2) Chairman, IMC OF ITI Kishtwar.
- 3) Joint Director, Jammu Province, Technical Education Department.
- 4) Members of Committee, for information and compliance.
- 5) Establishment Section ITI Kishtwar, with a direction to circulate among all the concerned staff and hostel students.
- 6) All Employees, ITI Kishtwar, for information.
- 7) In-charge Website/Emails/Notice Board, ITI Kishtwar for necessary action.