

SCHEDULE I

REGISTERS AND RESPONSIBILITIES

(Under Regulation 2.14 Register and Record Maintenance)

This Schedule may be amended by resolution of the Council of Wardens to reflect changes in roles, responsibilities, digital systems, or administrative requirements, without requiring amendment of the principal Regulations.

A standardised system of registers and records shall be maintained in each hostel to ensure transparency, accountability, and audit compliance. The registers to be maintained, the authorities responsible for their maintenance and verification, and the supervisory authority for each register are prescribed below.

Register / Record	Maintained By	Verified By	Supervisory Authority	Remarks
Room Occupancy Register	Caretaker	Assistant Warden	Warden	Includes allotment and vacancy status
Room Allotment Record (Central)	CoW Office	Warden	Chairman, CoW	Master allocation data
Room Inventory Register	Caretaker	Assistant Warden	Warden	Furniture and fixtures
Entry / Exit Register	Guard / Caretaker	Assistant Warden	Warden	Includes late entries
Visitor Register	Caretaker	Assistant Warden	Warden	Mandatory for all visitors

Attendance Register	Caretaker	Assistant Warden	Warden	Especially applicable to first-year hostels
Complaint / Grievance Register	Caretaker / ERP System	Assistant Warden	Warden / CoW Office	Includes escalation tracking
Digital Helpdesk Record	ERP System / CoW Office	Warden	Chairman, CoW	Escalation and closure tracking
Mess Attendance Register	Mess Manager	Assistant Warden	Warden	Used for billing verification
Mess Rebate Register	Mess Manager / CoW Office	Assistant Warden	Warden	Cross-verification required
Mess Billing Records	Mess Manager / CoW Office	Assistant Warden	Warden	Subject to audit
Mess Committee Minutes	Mess Committee	Warden	Chairman, CoW	Advisory record
Disciplinary Record	Warden	Chairman, CoW	Council of Wardens	Confidential; restricted access
Inspection Register	Warden / Assistant Warden	Chairman, CoW	Council of Wardens	Periodic inspection entries
Fine Fund Register	Caretaker / CoW Office	Warden	Chairman, CoW	Subject to audit
Maintenance Complaint Log	ERP / Caretaker	Assistant Warden	Warden	Linked to service-level timelines

Emergency Incident Record	Warden	Chairman, CoW	Council of Wardens	Confidential; preserved for audit
Leave and Internship Status	Caretaker / CoW Office	Assistant Warden	Warden	Linked to mess and financial records
Insurance and Hospitalisation Record	CoW Office	Chairman, CoW	Dean (Student Affairs)	Confidential medical record
Committee Constitution Record	CoW Office	Chairman, CoW	Council of Wardens	Tenure and membership details