



Report of Administrative Training Programme on
Hostel Management

Date: 11.06.2021

Resource Person

Mr. Chita Patnaik

No. of Participants: 15

Objective:

- To manage all hostel activities like hostel admissions, fees, room, mess allotment, hostel stores & generates related reports for smooth transactions
- To simplify and streamline hostel administration efficiently for the new joining students

Outcomes:

- Room Allocation To The Hostel Students
- Manage The Hostel Students Financial Records
- Monitor The Assets Assign
- Visitors Management In The Hostel Management System
- Hostel Students Attendance Tracking
- Regular Reminders In Form Of Alerts



Administrative Training Programme on
Hostel Management

Date: 11-06-2021

Resource Person: Mr. Chita Patnaik

Time: 10.30 am - 12pm

Venue: Aryabhatta hall no. 203



List of Participants

1	Satyajit Sahoo	Chief Warden	Hostel
2	Parbati Mohapatra	Warden (Ladies Hostel)	Hostel
3	Dillip Kumar Nanda	Warden	Hostel
4	Gajendra Kumar Behera	Warden	Hostel
5	Dhaneswar Swain	Warden	Hostel
6	Durga Charan Pradhan	Warden	Hostel
7	Ramakrishna Nanda	Warden	Hostel
8	Pramila Dash	Warden	Hostel
9	Jayanti Maharana	Warden	Hostel
10	Trilochan Panda	Warden	Hostel
11	Chari Das	Housekeeping	Housekeeping
12	Sabita Chotaray	Housekeeping	Housekeeping
13	Dilleep Kumar Panda	Warden (Boys Hostel)	Hostel
14	Sanju Muduli	Housekeeping	Housekeeping
15	Gangadhar Ghadei	Housekeeping	Housekeeping

Dr. Prasanta Ku. Mohanty
Dean Academic

Prabhat K. Pattnaik
FDP Coordinator