

ROLE AND RESPONSIBILITIES OF HOUSE MOTHERS IN THE HOSTELS

1. PHYSICAL NEEDS

- Must constantly aim at the improvement of physical well being of all the students.
- Monitor personal and oral hygiene of your class.
- Check regularly for turnout in terms of nails, uniform and hair upkeep.
- Dine with students class every day.
- Mentor to improve their table manners.
- Ensure that every child has his /her meals properly.
- Educate children on the importance of good food habits.
- Educate the children about the dangers of obesity and junk food.
- Look for tell tale signs of stress, lack of interest, loss of appetite and reclusive behavior and comfort the child as necessary.
- Seek medical assistance if a child is sick/ unwell and inform the school authorities.
- Encourage children for outdoor and sporting activities for good health.
- Create safe and healthy environment for physical well being.
- Bring to the notice of the Food Coordinator in case you find any let up in quality of food and water.

2. EMOTIONAL NEEDS

- Be a friend, philosopher and guide.
- Treat each child as an individual capable of unique development.
- Be sympathetic, caring and supportive to their needs.
- Treat every child with respect, concern and fairness.
- Endeavor to develop self-esteem and self confidence in a child.
- Be a good listener and value their viewpoint.
- Do not resort to corporal punishment.
- Refrain from using abusive language.
- Do not publicly criticize, demean and dearth a child.
- Encourage every child to speak his/her mind without fear.
- Never publicly discuss a child's personal /family problem.
- Treat a child's learning disorder with due earnest and project it to tile expert to analyze the area of weakness and requirement of learning support.
- Understand a child's behavioral problem sympathetically and refer the child to the Psychologist for counseling and reform.
- Must have a positive and proactive approach towards children.
- Under no circumstance treat a child with indifference and aloofness.
- Acquaint with the students to build a rapport and reach out to their emotional needs.

3. SOCIAL NEEDS

- Conduct oneself in such manner as to be a role model.
- Character building of the students should be one of our corner stone of focus.
- Build a sense of mutual respect, care and concern for each other.
- Guide the students to be honest, law-abiding and conscientious citizens.

- Encourage children to seek responsibilities for their actions and behavior.
- Lay ground rules for acceptable social behavior in the classroom and in a group.
- Advocate and mentor acceptable behavior in assembly and any social gathering.

4. TOWARDS THE SCHOOL

- Be positive, proactive transparent in the dealings with the RHP and other colleagues.
- Be courteous and friendly.
- Build a positive body language.
- Avoid vernacular expression; communication should be in English only.
- Resolve conflicts in an amicable manner.
- Refrain from public criticism of any team member.
- Represent any grievances through proper channel.
- Must share know how and experience to benefit the school.
- Be a motivator and mentor to lift the spirit of the dorm.
- Be an active participant in school activities and welfare.
- Must be regular and punctual in dorm activities.
- Any breakage/repairs should be entered in the maintenance register.
- Be directly responsible for the classroom cleanliness and arrangement.

5. TASKS

- She needs to supervise the quality and quantum of work being done by the ayah(s) and any other person or persons of the house, as applicable, on a continuous basis and report to the RHP as required. Any abnormality needs to be brought to the attention of the RHP as early as possible.
- She has to assist RHP in all the responsibilities.
- She has to discuss with the RHP various dorm matters.
- She has to be in one to one interaction with the children.
- She is responsible for maintenance of all the assets (T.V., C.D.Player, Audio System, Chairs, Tables, Cots, Counter Pane, Mattresses, and Guru Ji Photos etc.) in the dorm.
- She is highly responsible for the laundry and laundry accounts.
- She is also responsible for the dorm requirements: Washing powder, All out, Oil, Agarbatti and dhoop.
- She is responsible for the children's stationery requirements and toiletries once a week on the day allotted to the dorm.
- She is also responsible for the distribution of the requirements and she should ensure that child should not misuse the items. Also the quantity must be monitored.
- House mother has to collect the letters daily and should distribute on the same day. For couriers and registered letters a register should be maintained in the dorm.
- Every month the house mother has to give the requirements for postal stamps and Indian Telephone Cards. Proper maintenance will be required.
- For making the dorm "home away from home" she has to play a very important role with the co-ordination of RHP by maintaining the following key lines:

- Impartial to all students.
- Easily approachable to the students without any disparity.
- Politeness, love and care & also the firmness is required for the proper guidance.
- Listen to the children.
- She should ensure that the dorm is hygienically maintained.
- She has to ensure that once a month all the utensils are sent to canteen for sterilizing.
- She has to consider that the interest of the child is of top priority.
- She should leave the dorm, or should participate in other activities with the mutual understanding of the RHP. Because the dorm and the dorm children are their top priorities.
- She should ensure that the dorm bathrooms and toilets are cleaned twice a day.
- She must help in stitching buttons and sewing simple tears.
- She has to collect report of repair and breakage from dorm Anna/ Amma and from the dorm leaders and has to write down those reports in the complaint book in the school.
- She should also discuss with the RHP about the breakage so that there will be continuous monitoring.
- During school hour she should avoid to be in the academic hour, she should be in the dorm so that the dorm Anna/ Amma will perform their best and the children's items will not be missed. If they want tea during break time that can be considered.
- She has to check the nails and hair of children.
- Children should be guided to maintain their cupboards and lockers properly. RHP and Matron should check their cupboards and lockers at least once in a week. The best children should be rewarded.