

MEMO

Ref: CEM/107/D/1082/Warden/ 06 /2026

28th July, 2026

Appointment of Wardens and Assignment of Responsibilities

To ensure the smooth functioning and effective supervision of the students' Hostels, the following faculty and staff members are hereby appointed as Wardens with immediate effect:

1st Year Boys' Hostel

Warden: Prof. Shibam Manna (BSH)
Warden: Mr. Animesh Maiti (ECE)
Warden: Mr. Bikash Chandra Bag (ECE)

2nd and 3rd Year Boys' Hostel

Warden: Prof. Avishake Kar, BSH
Warden: Prof. Suman Biswas, CSE(AIML)
Warden: Mr. Rabindra Nath Dinda, ME

4th Year Boys' Hostel

Warden: Prof. Animesh Karmakar, EE
Warden: Mr. Abhaya Adak, EE

Girls' Hostel

Warden: Prof. Taniya Purkait, CSE
Warden: Ms. Jhuma Dutta, ECE

Roles and Responsibilities of the Hostel Warden

The Wardens shall be responsible for the overall administration, discipline, and welfare of the boarders residing in their respective hostels.

Key Responsibilities:

1. Hostel Administration

- Allot rooms to students in accordance with hostel rules, availability, and institutional policies.
- Maintain updated records of hostel boarders, including admissions, vacancies, and room occupancy.
- Ensure the proper functioning and upkeep of hostel facilities, including water supply, electricity, sanitation, cleanliness, and other essential services.
- Maintain close coordination with the Supervisors/Matrons to ensure effective day-to-day supervision and smooth functioning of hostel activities.
- Coordinate with the concerned authorities for timely maintenance and repair of hostel infrastructure and amenities.

2. Discipline and Conduct

- Ensure strict adherence to the hostel rules and regulations by all boarders.
- Conduct regular inspections of the hostel premises and carry out surprise inspections whenever necessary.
- Take prompt action, in accordance with the Hostel Rules and institutional regulations, in cases of indiscipline, misconduct, or violation of hostel rules.
- Report serious incidents to the competent authority and recommend suitable disciplinary action, wherever necessary.

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3. Student Welfare

- Act as a mentor and guide for students, addressing their grievances and concerns.
- Promote the physical, mental, and emotional well-being of students by ensuring a safe, healthy, and conducive living environment.
- Coordinate with the college counselor in case of student distress or conflict.

4. Security and Safety

- Coordinate with security personnel to ensure the safety of hostel residents.
- Ensure compliance with the prescribed hostel entry and exit timings and periodically verify the hostel entry/exit registers.
- Address any emergency situations promptly and report to higher authorities as necessary.

5. Meetings & Reporting

- Conduct meetings with student representatives, as and when required, to obtain feedback and address issues relating to hostel management, canteen & mess services, and student welfare.
- Report any deficiencies or matters requiring immediate attention to higher authorities for necessary action.
- A monthly status report containing the above records shall be submitted to the Director through the Nodal Officer on the last Saturday of each month. If the last Saturday falls on a holiday, the report shall be submitted on the next working day.

Relinquishment of Warden Duties

The following faculty/staff members are hereby relieved of their additional responsibilities as Wardens of the Boys'/Girls' Hostels with immediate effect. The College places on record its sincere appreciation for their dedicated service and the efficient discharge of their responsibilities during their tenure.

- Prof. Mrityunjoy Midya
- Prof. Koushik Mondal
- Prof. Suity Roy
- Prof. Puja Chowdhury
- Mr. Souvik Nayak

The above-mentioned faculty/staff members are requested to hand over all relevant documents, registers, files, records, and other materials related to hostel administration to the newly appointed Wardens at the earliest for a smooth transition of responsibilities.


(Dr. Dilip Kumar Gayen)
Director

Copy to:

1. All HoDs
2. Concerned Members
3. Registrar
4. Finance, AR (Acad), OS(Admin), OS(Acad)