

COLLEGE OF ENGINEERING & MANAGEMENT, KOLAGHAT

No. CEM/107/D/1082/Warden/ 01 /2025

4th July, 2025

MEMO

Warden Allotment and Responsibilities for Boys' Hostel

To ensure the smooth functioning and effective supervision of the Boys' Hostel starting from **July 2025**, the following faculty and staff members are hereby allotted warden responsibilities, assigned according to year-wise student groups:-

1st Year

Warden: Prof. Arunava Bhattacharyya, IT–Chairman CMMC
Warden: Prof. Siddhartha Chatterjee, CSE
Warden: Mr. Rabindra Nath Dinda, ME

2nd Year

Warden: Prof. Animesh Karmakar, EE
Warden: Mr. Souvik Nayak, ME

3rd Year

Warden: Prof. Avishake Kar, BSH
Warden: Mr. Bikash Chandra Bag, ECE

4th Year

Warden: Prof. Koushik Mondal, ME
Warden: Mr. Abhaya Adak, EE

Roles and Responsibilities of the Boys' Hostel Warden

The Warden of the Boys' Hostel is responsible for the overall administration, discipline, and welfare of the residents. The position requires consistent supervision and a proactive approach to student management and hostel maintenance.

Key Responsibilities:

1. Hostel Administration

- Maintain up-to-date records of hostel residents.
- Allocate rooms to students based on availability and hostel policies.
- Ensure proper functioning of hostel facilities such as water, electricity, sanitation, and cleanliness.

2. Discipline and Conduct

- Enforce hostel rules and ensure discipline among residents.
- Take immediate action in case of indiscipline, misconduct, or violation of hostel regulations.
- Organize regular inspections and surprise checks to monitor hostel activities.



3. Student Welfare

- Act as a mentor and guide for students, addressing their grievances and concerns.
- Ensure the physical and mental well-being of students by promoting a healthy and safe 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.
- Maintain a strict in-time for students and verify entry/exit registers.
- Address any emergency situations promptly and report to higher authorities as necessary.

5. Coordination and Reporting

- Maintain communication with the Director, and other college authorities regarding hostel affairs.
- Submit periodic reports on hostel functioning, occupancy, issues, and improvements.
- Conduct hostel meetings with student representatives for feedback and suggestions.

6. Hostel Visits and Record Maintenance

Wardens must **visit the hostel premises at least twice a week**. During each visit, they are required to:

- Record the date, duration, and observations/suggestions.
- Check the quality of food served in the mess and note the remarks.

A status report containing the above records must be submitted to the Director on the last Saturday of each month. If last Saturday falls on a holiday, the report should be submitted on the next working day.

7. Relinquishment of Warden Duties

The following faculty members are hereby relieved of their additional responsibilities as Boys' Hostel Wardens with effect from July 2025. The College sincerely thanks them for their dedicated service and successful discharge of duties during their tenure:

- **Dr. Tarun Kanti Pal**
- **Prof. Pallab Mandal**
- **Prof. Debabrata Mukherjee**
- **Prof. Sukes Maiti**


Prof. Dr. Dilip Kumar Gayen
Director

Copy to:

1. All HoDs
2. Concerned Members
3. DR (F&A), DR (Acad), OS(Admin)