

COLLEGE OF ENGINEERING & MANAGEMENT, KOLAGHAT

No. CEM/107/D/1082/Warden/ 02 /2025

4th July, 2025

MEMO

Warden Allotment and Responsibilities for Girls' Hostel

To ensure the smooth functioning and effective supervision of the Girls' Hostel starting from **July 2025**, the following faculty and staff members are hereby allotted warden responsibilities, assigned for girls Hostel: _

Warden: Prof. Suity Roy
Warden: Prof. Puja Chowdhury
Warden: Ms. Jhuma Datta

Roles and Responsibilities of the Girls' Hostel Warden

The Girls' Hostel Warden ensures the secure, disciplined, and comfortable stay of female students in the hostel. The warden plays a key role in fostering a nurturing environment conducive to academic and personal growth.

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.
- Monitor day-to-day behavior and adherence to hostel rules.
- 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.
- Act as a guardian and provide emotional support to residents.
- Liaise with the college counselor or medical team if a student requires psychological or medical attention.
- Be approachable for any complaints or requests by hostel residents.
- 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 and Metron to ensure the safety of hostel residents.
- Address any emergency situations promptly and report to higher authorities as necessary.
- Implement and monitor safety measures to protect residents.
- Coordinate with security staff to maintain vigilance and control visitor access.
- Ensure that entry and exit timings are strictly followed and recorded.

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 Metron/student representatives for feedback and suggestions.

6. Additional Responsibilities

- Coordinate closely with the Matron, who is responsible for daily supervision.

7. 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.

8. Relinquishment of Warden Duties

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

- **Prof. Paramita Mukherjee**
- **Prof. Debalina Sinha Jana**

Both **Prof. Mukherjee** and **Prof. Jana** are requested to **hand over all relevant documents, files or materials** to the newly appointed wardens at the earliest convenience.



Prof. Dr. Dilip Kumar Gayen
Director

Copy to:

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