



भारतीय प्रौद्योगिकी संस्थान जोधपुर
Indian Institute of Technology Jodhpur

No. IITJ/REG/2025-26/188

Dated: 20th November 2025

अधिसूचना / NOTIFICATION

विषय: वार्डन समिति
Subject: Wardens' Committee

संस्थान के अधिनियम 12 (2) (xiv) के तहत उन्हें प्रदत्त शक्तियों का प्रयोग करते हुए, सक्षम प्राधिकारी ने निम्नलिखित वार्डन समिति का गठन किया है:

In exercise of powers vested upon him vide Statute 12 (2) (xiv) of the Institute; the Competent Authority has constituted the following Warden's Committee:

| | | |
|----|---------------------------------------|-----------------|
| 1. | Dean of Student Affairs (DOSA) | Chairperson |
| 2. | All Chief Wardens, Hostels | Members |
| 3. | All Chief Wardens, Mess | Members |
| 4. | All Assistant Wardens, Hostels | Members |
| 5. | All Assistant Wardens, Mess | Members |
| 6. | Associate Dean, Hostel Affairs (ADHA) | Member-Convener |

Terms of reference:

1. Ensure compliance of Roles & Responsibilities enumerated in the Office Order No. IITJ/OS(HA)/2025-26/01 dated 28 October 2025 (Attached).
2. All matters related to Hostel Management.

Frequency of meeting: As and when required.

Tenure: Up to 31st August 2026

The Hindi version will follow.

अंकुर गुप्ता
(डॉ. अंकुर गुप्ता)
कार्य. कुलसचिव

To:

1. Chairperson and all Members of the Committee

Copy to – for kind information

1. Director
2. Deputy Director
3. Advisor to the Director
4. All Deans/ Professor-in-charge(s)/ Associate Deans/ Head of Deptts./Centers/Schools/Division
5. All Faculty Members and Staff Members
6. All Students
7. Webmaster for uploading in the INTRANET of the Institute's website

Indian Institute of Technology Jodhpur
Dean of Students Affairs

IITJ/OS(HA)/2025-26/01

28 October 2025

OFFICE ORDER

In supersession of all previous Office Order(s) issued on the subject, the following Faculty Members are hereby nominated as Wardens of the *Warden's Committee* for various student activities, with effect from **01 November 2025**, for a period of **two years**.

| Sr. No. | Name of Warden/ Assistant warden | Designation | Hostel Allocated |
|---------|----------------------------------|------------------|-------------------|
| 1 | Dr. Anupama Mohan | Chief Warden | APARAJITA (I2) |
| 2 | Dr. Sanhita Das | Assistant Warden | APARAJITA (I2) |
| 3 | Dr. N Chandana | Chief Warden | SAVNI (I3) |
| 4 | Dr. Sreedevi | Assistant Warden | SAVNI (I3) |
| 5 | Dr. Amit Sharma | Chief Warden | NEELMOHAR (B1) |
| 6 | Dr. Shiv Kumar Verma | Assistant Warden | NEELMOHAR (B1) |
| 7 | Dr. Sucharita Dey | Chief Warden | KANCHAN (B2) |
| 8 | Dr. Seema Saini | Assistant Warden | KANCHAN (B2) |
| 9 | Dr. Nitin K Sharma | Chief Warden | SEMAL (B3) |
| 10 | Dr. Gagan Kewalramani | Assistant Warden | SEMAL (B3) |
| 11 | Dr. Shrutidhara Sarma | Chief Warden | TAMAN (B4) |
| 12 | Dr. Sherin Sabu | Assistant Warden | TAMAN (B4) |
| 13 | Dr. Bhupendra Singh Reniwal | Chief Warden | NEELKANTHA (B5) |
| 14 | Dr. Manu Kanchan | Assistant Warden | NEELKANTHA (B5) |
| 15 | Dr. Dinesh Mohan Joshi | Chief Warden | ASHOK (G1) |
| 16 | Dr. Bhaskar Kumar Kakati | Assistant Warden | ASHOK (G1) |
| 17 | Dr. P Ravi Prakash | Chief Warden | PRAJAKTA (G2) |
| 18 | Dr. Bhargab Chattopadhyay | Assistant Warden | PRAJAKTA (G2) |
| 19 | Dr. S Srivatsa Srinivas | Chief Warden | SHEESHAM (G3) |
| 20 | Dr. Vineeth V | Assistant Warden | SHEESHAM (G3) |
| 21 | Dr. Sunita | Chief Warden | SHIRISH (G4) |
| 22 | Dr. Soni | Assistant Warden | SHIRISH (G4) |
| 23 | Dr. Hari Narayanan V | Chief Warden | KARANJ (G5) |
| 24 | Dr. Sunil Lohar | Assistant Warden | KARANJ (G5) |
| 25 | Dr. Devender Singh Negi | Chief Warden | ARJUN (G6) |
| 26 | Dr. Souryabrata Mohapatra | Assistant Warden | ARJUN (G6) |
| 27 | Dr. Amit Rathi | Chief Warden | AMALTAS (Y3) |
| 28 | Dr. Sumeet Rajesh Khanna | Assistant Warden | AMALTAS (Y3) |
| 29 | Dr. Gopa Kumar K. U. | Chief Warden | GULMOHAR (Y4) |
| 30 | Dr. Vinod Vijay Kumar | Assistant Warden | GULMOHAR (Y4) |
| 31 | Dr. Mayank Suman | Chief Warden | RUDRA PALASH (O3) |
| 32 | Dr. Tekcham Gishan Singh | Assistant Warden | RUDRA PALASH (O3) |

| | | | |
|----|------------------------------|------------------|----------------|
| 33 | Dr. Akshay Moudgil | Chief Warden | ROHIDA (04) |
| 34 | Dr. Awathare Nitin Niranjana | Assistant Warden | ROHIDA (04) |
| 35 | Dr. Sumit Kamal | Chief Warden | MESS (VEG) |
| 36 | Prof. K.R. Ravi | Assistant Warden | MESS (VEG) |
| 37 | Dr. Palash Das | Chief Warden | MESS (NON-VEG) |
| 38 | Dr. Appala Naidu | Assistant Warden | MESS (NON-VEG) |

The above mentioned Wardens shall report to the Associate Dean of Hostel Affairs (ADHA). The services rendered by the outgoing Wardens and Assistant Wardens are gratefully acknowledged.

This issues with the approval of the Competent Authority.

Amkita
Sunvini
 29.10.25
 Dean (Students Affairs)

To: All concerned Faculty Members

Copy to:

1. Office of Director-For kind information
2. Office of Deputy Director-For kind information
3. All Deans/ Associate Deans/ Professor In-charge/ HoDs/ Centers/ School/ Division
4. Office of Registrar-For kind information
5. All Faculty Members
6. All Staff members
7. All Project Staff Members
8. All Students
9. Office of E-I- for personal files
10. Office of Accounts
11. Office of Students
12. Office of Estate
13. Office of Internal Audit
14. Webmaster for uploading on the Intranet of Institute's website

Roles and responsibilities of Wardens (Chief Warden and Assistant Warden)

1. The wardens shall take the responsibility to ensure a safe, harmonious, and healthy living environment in the hostel specifically assigned to him/her.
2. The warden shall act as the local administrator of the hostel and shall be responsible to implement the rules and regulations of the Institute pertaining to the hostels and its residents. It is the responsibility of the warden to maintain discipline in and around the hostel. Student General secretary of each hostel should work under the guidance of the wardens of their respective hostel.
3. The wardens shall act as the primary reporting as well as an action-taking authority regarding any issues related to security, health, and accident of the residents of the hostel assigned to him/her. They will address the medical, social, and personal emergencies of the resident students and will attend to the situation in person whenever necessary and may need to go beyond the call of duty and extends work hours in an emergency.
4. The warden shall visit the hostel on regular basis. He / She needs to daily 1.0 hours (minimum) in the warden office on all working days, interact with the residents and resolve local issues/ problems of the residents. Besides that, the warden should be approachable to the students through phone and other means of communication.
5. The warden needs to take proactive measures to keep the Hostel 'Ragging Free'.
6. Ground staff (caretakers and hostel staff) and staff from office of students assigned to hostel will report to the warden on regular basis regarding the hostel inventory and status of the safety measures (fire extinguisher, first – aid). Wardens has to take account of these issues and need to do the needful as per the requirement.
7. It is the responsibility of the wardens to supervise the hostel events such as Hostel Day, Intra Hostel Sports, Elections etc.
8. The wardens will function under the overall supervision and coordination of the Dean of Student Affairs (DoSA) & Associate Dean (Hostel Affairs). They should be available to perform any additional hostel management related duties assigned to them time-to-time.
9. All the wardens will be members of Wardens Committee. It is a part of the responsibility of the warden to attend the meetings of the Wardens Committee and actively participate in the decision-making.
10. Warden will report any cases of indiscipline / undesired event inside the hostel to the Associate Dean (Hostel Affairs) and Dean (Student Affairs) at his/her earliest and may recommend monetary fine or disciplinary actions against the offender. Dean of Student Affairs (DoSA) & Associate Dean (Hostel Affairs) will make a decision on the same, in consultation with the wardens. The Authorities may also forward the case to the Disciplinary Committee.

Ayisha
Sunam

11. Purchase requisition of any material related to a specific hostel should be verified and recommended by the wardens. Wardens will act as an indenter for the procurement of items specific to the hostel assigned to him/her. Associate Dean (Hostel Affairs) will recommend and Dean of Student Affairs (DoSA) will give the final approval for the purchase as per the Institute guidelines or may recommend the same to the higher authority.
12. For purchase of materials common to all the hostels or few hostel, the Vice President (V P) of the Board of Hostel Affairs or the Office of Students may send the requisition to Dean of Student Affairs (DoSA) through Associate Dean (Hostel Affairs). On the recommendation, Assistant Registrar/Deputy Registrar/Joint Registrar will act as an indenter of the procurement for the items which cost is below the 'approving limit' of the Dean / Associate Dean (Hostel affairs) while Dean (Students) will be the indenter for the procurement of items whose price is higher than their approving power and for such cases approval will be given by Deputy Director/Director.
13. For any leave/absence from work, the warden needs to inform the Office of Students (Hostel Affairs) in advance. Furthermore, he / she needs to make an alternative arrangement. In such case, the warden of another hostel should perform his/her duty and a written consent duly signed by them should be submitted to the Office of Students (Hostel Affairs).
14. As a part of Warden Committee activities, Wardens need to review rules and guidelines of the hostels periodically and need to recommended appropriate changes.
15. The wardens shall verify the mess rebate applications submitted by the students of their respective hostels and forward the same to the higher authorities.

Roles and responsibilities of the Mess Wardens (Chief Warden and Assistant Warden):

1. Mess Warden shall lead the dining committee and monitor the overall cleanliness, hygiene, and ambiance of the dining hall and mess kitchen.
2. Mess Warden, along with the dining committee members shall check the quality and quantity of the cooked food. He shall also lead the drive to check the brand and the quality of the raw materials used and their storage condition.
3. Mess Warden shall take initiative to sensitize the students about appropriate dining etiquette and special practices (e.g. appropriate behaviour in the dining hall).
4. It is the responsibility of the Mess Warden to take necessary action to prevent food waste.

5. Mess Warden shall inspect the condition of the Dining hall and mess kitchen daily, interact with the students in the dining and prepare a weekly report on the same.
6. It is the responsibility of the Mess Warden to maintain discipline in and around the dining area.
7. Mess Warden shall be actively involved in selecting the dining menu and fixing the dining time.
8. The mess wardens will function under the overall supervision and coordination of the Dean of Student Affairs (DoSA) & Associate Dean (Hostel Affairs). They should be available to perform any additional dining hall management-related duties assigned to them time-to-time.
9. Mess Warden will report any cases of indiscipline / undesired event inside the Dining hall/mess to the Wardens Committee at his/her earliest and may recommend monetary fine or disciplinary actions against the offender. The Wardens Committee will discuss the issue and will take a decision on the same, The Wardens Committee may also forward the case to Disciplinary committee.
10. Mess Warden shall investigate any grievance related to food and service and guide the Wardens Committee to take appropriate decision on issue.
11. Mess Warden is empowered to conduct audit to the dining and kitchen area.
12. Mess Warden will be the indenter for any specific purchase related to Dining and Mess. Associate Dean (Hostel Affairs) will recommend and Dean of Student Affairs (DoSA) will give the final approval for the purchase as per the Institute guidelines or may recommend the same to the higher authority.

Amkita
Singh