



# Indian Institute of Technology Jodhpur

IITJ/REG/2022-23/92

30 July 2022

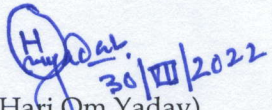
## कार्यालय आदेश / OFFICE ORDER

The following Faculty members are hereby appointed as Warden of Hostels for smooth management of Hostels w.e.f. 1<sup>st</sup> August 2022:

|                  | Sl.No | Name of Faculty Member  | Department                      | Remark           |
|------------------|-------|-------------------------|---------------------------------|------------------|
| Boy's<br>Hostel  | 1     | Arpit Arvind Khandelwal | Electrical engg.                |                  |
|                  | 2     | Hardik Kothadia         | Mechanical Engg.                |                  |
|                  | 3     | Jaiveer Singh           | Metallurgical & Materials Engg. |                  |
|                  | 4     | Santosh Mogurampelly    | Physics                         |                  |
|                  | 5     | Subrata Chakraborty     | Chemistry                       |                  |
|                  | 6     | Nil Kamal Hazra         | Mathematics                     |                  |
|                  | 7     | Rohan D Erande          | Chemistry                       |                  |
|                  | 8     | Amit Sharma             | Civil & Infrastructure Engg.    |                  |
|                  | 9     | Atul K. Sharma          | Mechanical Engg.                |                  |
|                  | 10    | Chandan Pandey          | Mechanical Engg.                |                  |
|                  | A     | Srijan sengupta         | Metallurgical & Materials Engg. | Dining In-charge |
|                  | B     | Pranay Ranjan           |                                 |                  |
| Girl's<br>Hostel | 1     | Suman Dhaka             | School of Liberal Arts          |                  |
|                  | 2     | Dilpreet Kar            | Mathematics                     |                  |
|                  | 3     | Shobhana Singh          | Mechanical Engg.                |                  |

\*Allotment of individual Hostel to the wardens will be notified by SHWC separately.

The roles and responsibilities of Hostel Wardens are placed at **Annexure A**.

  
(Dr. Hari Om Yadav)  
Registrar

To

1. All concerned Faculty Members

Copy to: for kind information

1. Director
2. Dy. Director
3. All Faculty and Staff Members
4. All Dean/ Assoc. Deans/Professor-in-charge /Head of Deptts./Centers/School/Divisions
5. Advisor (Administration)
6. Office of Students
7. Office of Account
8. Office of Internal Audit
9. Webmaster for uploading on the INTRANET of Institute Website

**Roles and responsibilities of the Hostel Warden & Faculty In-charge Dining (FICD)**

**Roles and responsibility of the Hostel 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 rule 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 warden of that hostel.
3. The warden 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 spend 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 (care taker and hostel staff) and staff from office of students assign to hostel will report to the warden on regular basis regarding the hostel inventory and status of the safety measures (fire extinguisher, first –aid). Warden has to take an account of these issues and need to do the needful as per the requirement.
7. It is the responsibility of the warden to supervise the hostel events such as 'Hall Day' or Intra Hostel Sports.
8. The wardens will function under the overall supervision and coordination of the Chairman of the Student Hostel Wardens Committee (SHWC) & Associate Dean of Hostel Affairs.
9. All the wardens will be members of SHWC. It is a part of the responsibility of the warden to attend the meetings of the SHWC and actively participate in the decision-making.
10. Warden will report any cases of indiscipline / undesired event inside the hostel to the SHWC at his/her earliest and may recommend monetary fine or disciplinary actions against the offender. The SHWC will discuss the issue and will make a decision on the same. The SHWC may also forward the case to the Disciplinary Committee.
11. Purchase requisition of any material related to a specific hostel should be verified and recommended by the warden. Warden will act as an indenter for the procurement of items specific to the hostel assigned to him/her. Associate Dean (Hostel Affairs) 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 (VP) of the board of hostel affairs or the Office of Students may send the requisition to SHWC. On the committee's 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 /Associate Dean Hostel affairs 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 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.

14. As a part of SHWC activities, Wardens need to review the rules and guidelines of the hostels periodically and need to recommended appropriate changes.

### **Roles and responsibilities of the Faculty-in-Charge, Dining (FICD)**

1. The FICD shall lead the dining committee and monitor the overall cleanliness, hygiene, and ambiance of the dining hall and mess kitchen.

2. FICD, 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. FICD shall take initiative to sensitize the students about appropriate dining etiquette and special practices (e.g. COVID appropriate behaviour in the dining hall)

4. It is the responsibility of the FICD to take necessary action to prevent food waste.

5. FICD 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 FICD to maintain discipline in and around the dining area.

7. FICD shall be actively involved in selecting the dining menu and fixing the dining time.

8. FICD will function under the overall supervision and coordination of the Chairman of Student Hostel Wardens Committee (SHWC) & Associate Dean of Hostel Affairs. FICD will also be a member of SHWC.

9. FICD will report any cases of indiscipline / undesired event inside the Dining hall/ mess to the SHWC at his/her earliest and may recommend monetary fine or disciplinary actions against the offender. The SHWC will discuss the issue and will take a decision on the same. The SHWC may also forward the case to Disciplinary committee.

10. FICD shall investigate any grievance related to food and service and guide the SHWC to take appropriate decision on that issue.

11. FICD is empowered to conduct surprise audit to the dining and kitchen area.

12. FICD will be the indenter for any specific purchase related to Dining and Mess. The same will be approved by the Associate Dean (Hostel Affairs).