



भारतीय प्रौद्योगिकी संस्थान जोधपुर  
Indian Institute of Technology Jodhpur

No. IITJ/REG/2024-25/156

Dated: 29<sup>th</sup> August 2024

**अधिसूचना / NOTIFICATION**

**विषय:** वार्डन परिषद  
**Subject:** Council of Wardens.

संस्थान के अधिनियम 12 (2) (xiv) के तहत उन्हें प्रदत्त शक्तियों का प्रयोग करते हुए; सक्षम प्राधिकारी ने निम्नलिखित वार्डन परिषद 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 Council of Wardens:

1.	Dean of Student Affairs (DOSA)	Chairperson
2.	All Wardens, Hostels	Members
3.	Warden, Mess	Member
4.	All Assistant Wardens, Hostels	Members
5.	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)/2024-25/02 dated 31 July 2024 (Attached).
2. All matters related to Hostel Management.

**Frequency of meeting:** As and when required.

**Tenure:** 1<sup>st</sup> September 2024 to 31<sup>st</sup> August, 2025

*This issues in suppression of earlier Order(s).  
The Hindi version will follow.*

  
(डॉ. हरि ओम यादव)  
कुलसचिव  
नरि

**To:**  
1. Chairperson and all Members of the Committee

**Copy to – for kind information**

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



# INDIAN INSTITUTE OF TECHNOLOGY JODHPUR

IITJ/OS(HA)/2024-25/07  
31 July 2024

## OFFICE ORDER

In supersession of all earlier Office Order (s) on the matter, the following Faculty Members will be involved in different student activities, with effective from 01 August 2024 for a period of one year:

### Names of Wardens:

SI No	Hostel	Boys/Girls	Warden
1	I2	Girls	Dr. Moumita Mandal (MA)
2	I3	Girls	Dr. Mithu Rani Kuiti (MA)
3	B2	Girls	Dr. Sucharita Dey (BB)
4	B4	Girls	Dr. Amrita Puri (ME)
5	G4	Girls	Dr. Sunita (PY)
6	G1	Boys	Dr. Vikky Anand (CH)
7	G2	Boys	Dr. P. Ravi Prakash (CE)
8	G3	Boys	Dr. S. Srivatsa Srinivas (AIDE)
9	G5	Boys	Dr. Sai Kiran MPR (EE)
10	G6	Boys	Dr. Sudipta Bhattacharyya (BB)
11	B1	Boys	Dr. Hrishikesh (ME)
12	B3	Boys	Dr. Pratik Mazumder (CSE)
13	B5	Boys	Dr. Bhupendra Singh Reniwal (EE)
14	Y3	Boys	Dr. Sumit Kamal (CH)
15	Y4	Boys	Dr. Palash Das (CSE)
16	O3	Boys	Dr. Saran Aadhar (CE)
17	O4	Boys	Dr. Devendra Singh Negi (MT)
18	Mess	All	Dr. Pranay Ranjan (MT)

### Name of Assistant Wardens:

SI No	Boys/Girls	Assistant Warden
1.	Girls	Dr. N. Chandana (CETSD)
2.	Girls	Dr. Pallavi Jain (CSE)
3.	Boys	Dr. Mayank Suman (CE)
4.	Boys	Dr. Gopakumar K. U. (SoLA)
5.	Boys	Dr. Akshay Moudgil(EE)
6.	Boys	Dr. Pankaj Yadav (BSBE)
7.	Boys	Dr. Venkat Ram Reddy(SME)
8.	Boys	Dr. Ramesh Asapu (CH)
9.	Boys	Dr. Gurujegan Murugesan (SoLA)

The services rendered by the outgoing Wardens and Assistant Wardens are gratefully acknowledged.  
This issues with the approval of the Competent Authority.

*[Signature]*  
Dean (Student Affairs)

अधिष्ठाता (विद्यार्थी)

Dean (Student Affairs)

भारतीय प्रौद्योगिकी संस्थान जोधपुर

Indian Institute of Technology Jodhpur

राजस्थान/Rajasthan

To

1. All Concerned Faculty Members

Copy to: for kind information

1. Director
2. Deputy Director
3. All Deans/ Associate Deans/Professor In-charge/HoDs/Centers/School/ Division
4. Registrar
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 the Hostel Warden & Mess Warden

### 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 their respective 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 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). 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 Dean of Student Affairs (DoSA) & Associate Dean (Hostel Affairs).
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 Office of Students (Hostel Affairs) at his/her earliest and may recommend monetary fine or disciplinary actions against the offender. The Office of Students (Hostel Affairs) will report the issue and Dean of Student Affairs (DoSA) & Associate Dean (Hostel Affairs) will make a decision on the same. The Authorities 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 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.

**Roles and responsibilities of the Mess Warden:**

1. The 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. Mess Warden will function under the overall supervision and coordination of the Dean of Student Affairs (DoSA) & Associate Dean (Hostel Affairs). Mess Warden will also be a member of Wardens Committee.
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.