



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय  
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

शिक्षा मंत्रालय, भारत सरकार के अधीन एक राष्ट्रीय महत्व का संस्थान  
An Institute of National Importance under Ministry of Education (Shiksha Mantralaya), Govt. of India

No. NITMGH/ES/NOT/PIC/2024-25/ 2481

Date: 28.01.2025

**OFFICE ORDER**


This is to notify that the Competent Authority is pleased to appoint Dr. Shравan Kumar Bandari, Assistant Professor, ECE Department as the Professor In – Charge (PIC) of the Institute's Guest House Permanent Campus, Sohra with immediate effect until further orders.

The functions of the PIC shall be as follows:-

1. The PIC shall be the overall in charge of the Guest House.
2. He shall attend and resolved the complaints and suggestions raised by the Guests.
3. All applications for utilizing the Guest House shall be addressed to him.
4. He shall approve or otherwise the applications after due scrutiny.
5. He shall decide about the staff requirement and their deployment in the Guest House.
6. He shall fix the room tariff and food charges for the Guest House.
7. He shall make the rules, regulations and process to be followed for utilizing the Guest House and circulate them amongst all concerned at the earliest.
8. He shall maintain all receipts and payments of the Guest House. He shall verify the occupancy and financial receipts of the Guest House and submit the same to the Internal Audit and Finance &Accounts Sections for scrutiny and record.
9. He shall ensure that hygiene and cleanliness is maintained in the Guest House.
10. He shall ensure that guests maintain decorum in the Guest House.
11. He shall ensure that the staffs maintain proper decorum, courtesy, politeness and respect while dealing with the Guests.
12. He shall ensure that the staffs should not indulge into any kind of intoxicants and maintain proper discipline at all times.
13. Any other work assign by the Authority from time to time.

Mr. Utpal Kalita shall function as a Caretaker of the Guest House and shall assist / report to Dr. Shравan Kumar Bandari.

This issues with the approval of the Competent Authority in supersession to earlier orders issued in this regard.

  
(Dr. B. Chakravarty)  
Registrar

Copy to:-

1. Director's Office, for kind information of the Director, NIT Meghalaya.
2. The Concerned faculty member above for information.
3. Professor-In-Charge, CC for making changes in the website, wherever required.
4. E-notice to all faculty and staff.
5. Concerned personal file for record.