



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय  
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA  
An Institute of National Importance under Ministry of Education, Govt. of India)

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No. NITMGH/ES/NOT/Wardens/2023-24/1302

Date: 01.09.2023

**OFFICE ORDER**

This is to notify that the Dr. Sanjoy Debbarma, Asst. Professor, Dept. of Electrical Engineering has been appointed by the Competent Authority as Chief Warden for a term of two years with immediate effect or until further orders, whichever is earlier.


The duties and responsibilities attached to the post of Chief Warden shall be broadly as under:

1. The Chief Warden shall report to the Director in all matters related to his responsibilities.
2. The Chief Warden is the head of the hostel administration.
3. The Chief Warden shall monitor and supervise the activities of the Wardens and visit the hostels from time to time to ensure that the activities of the hostels are running smoothly. Wherever necessary, the Chief Warden can guide and make orders with the approval of the competent authority for the Wardens in their activities.
4. The Chief Warden will be assisted in his administrative responsibilities by the Wardens.
5. The indented furniture and fixtures for the hostels shall be routed through the Chief Warden by the Wardens.
6. The Chief Warden will be the final authority for room and hostel allotment to the hostellers.
7. The Chief Warden is overall incharge/ disciplinary authority to maintain discipline and harmony amongst the hostellers, between hostellers and the mess contractors and their employees.
8. The Chief Warden and Wardens of respective hostels are responsible for all the activities of the hostels and hence, responsible to the Institute authority.
9. The Chief Warden shall carryout all other duties and responsibilities attached to the post.
10. The Chief Warden shall also carry out any other duty or responsibility as may be assigned by the Authorities of the Institute.

The Chief Warden will be eligible for an Allowance of INR 2,500/- (Rupees Two thousand five hundred only) per month.

The service rendered by the outgoing Chief Warden is hereby acknowledged and appreciated.

This issues with the approval of the Director in supersession to all previous orders/ notifications issued in this regard.

  
(Dr. R. N Mahapatra)  
Registrar(i/c)

Copy to:

- 1) Director's Office for kind information of the Director, NIT Meghalaya.
- 2) Dr. Sanjoy Debbarma, Asst. Professor, Dept. of Electrical Engineering with a request to take overcharge from the outgoing Chief Warden.
- 3) Dr. P. S. Mangang, Assoc. Professor, Dept of HS for information and needful.
- 4) Dean (SW) for kind information.
- 5) AR (FA) for information and needful.
- 6) E-notice to all faculty and staff.
- 7) Concerned personal file for record.
- 8) Notice Boards.