



No.RMS/6163/17

Dated: September 7, 2017

Order

This is for information of all concerned that a 'Hall Management Council' is being formed at IEST, Shibpur to frame policy and overall administration of the Halls/Hostels of residence of the Institute. Hall Management Council will be an independent body and will have the administrative authority for the Mess Section and will report to the Director.

The Council consists of Chief Warden, Wardens of halls and hostels, one hostel/hall secretary from each hostel/hall, the General Secretary of the Students' Senate and one officer of the Institute as the member secretary of the council. The Chief Warden will be the head of the Council and Wardens will be the administrative head of each hall/hostel. Assistant Proctor will be the head of the Mess Section and will report to the Chief Warden. The Council may outsource services from recognized agencies or self employed individual as per the need to keep the halls/hostels functional.

Prof. Sudipta Mukhopadhyay, Associate Professor of Mining Engineering Department has been appointed as the Chief Warden for two years and Sri Alok Kumar Mitra, Assistant Proctor has been appointed as the Member Secretary of the Council until further order. The Chief Warden has to provide centralized services through the Council staff or outsourced agencies to all halls/hostels as per the decisions of the Council or the advice of the Director. He will also look after the allotment of halls/hostels of the students. To discharge his duties the Chief Warden will be assisted by the following four co-ordinating wardens with specific charges as mentioned against them.

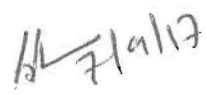
1.Prof. Chaitali Roy Professor, Civil Engineering Department	-	Coordinating Warden (1) (Mess food)
2.Prof. Tapas Roy Assistant Professor, Civil Engineering Department	-	Coordinating Warden (2) (Hostel/hall maintenance)
3.Prof. Debdulal Das Associate Professor, Metallurgy & Materials Engg. Dept.	-	Coordinating Warden (3) (Infrastructure including landscaping & gardening)
4.Prof. Tapendu Mandal, Assistant Professor, Metallurgy & Materials Engg. Dept.	-	Coordinating Warden (4) (Outsourcing of services)

This is issued with the concurrence of the Director. This order supersedes the earlier orders no. RDO/206/15 dated 03.11.2015 and RMS/6129/17 dated 22.08.2017.

Sd/-
(Dr. Biman Bandyopadhyay)
Registrar

Copy forwarded for information and necessary action to:

- 1) Director
- 2) All members of the Committee
- 3) All Deans/Heads of the Departments/Heads of Schools/Heads of the Centres
- 4) All Officers
- 5) All Hostel/Hall Wardens
- 6) General Secretary, Students' Senate
- 7) Institute Website


Registrar