



নিবন্ধক কার্যালয় / कुलसचिव कार्यालय / Office of the Registrar
ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর
भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

ভারত সরকারের শিক্ষা মন্ত্রকের অধীনে একটি জাতীয় গুরুত্বপূর্ণ প্রতিষ্ঠান / भारत सरकार के शिक्षा मंत्रालय के अंतर्गत राष्ट्रीय महत्व का संस्थान / An Institute of National Importance under MoE, Government of India

Order No. RDO/1308/25, Dated 16th October 2025

Sub: Mechanism for Day-to-Day Monitoring of Hostels to ensure hygiene, safety and security.

The undersigned is directed to inform that the Competent Authority has approved the following mechanism for regular monitoring of the hostels to enhance the level of hygiene, security, safety and overall student welfare:

All Wardens and Chief Warden are requested to adhere strictly to the following guidelines:

(i) Daily Hostel/Mess Visit by Wardens:

Each Hostel Warden shall visit their respective hostel on a daily basis to assess

- Cleanliness, hygiene, and waste management in and around the hostel zone including garden.
- Official attendance of hostel staff
- Student interaction and welfare issues
- Any other important matters related to hostel infrastructure & management

A prescribed checklist for daily visit is enclosed herewith. The warden shall submit the daily report in the prescribed format to the Chief Warden.

(ii) Review by Chief Warden:

The Chief Warden shall consolidate the reports received from the Wardens and forward them to the Registrar, highlighting areas that require immediate attention, with a copy to the Director.

(iii) Visit by Deputy Registrar (E-I)

The Dy. Registrar (E-I) will also visit the hostels periodically to verify the above aspects and submit a report to the Registrar as per prescribed checklist for daily visit.

(iv) Surprise Visits by Registrar:

The Registrar will make surprise visits to the hostels from time to time and report to the Director regarding observations and suggestions for improvement.

(v) Assistant Registrar (Estate): The Assistant Registrar (Estate) will visit the areas of the campus (other than hostels) along with the Executive Engineer (Civil) & Executive Engineer (Electrical) on daily basis and report on cleanliness, waste management and related issues to the Director and Registrar.

The above system shall be implemented with immediate effect.

All are requested to ensure strict compliance.

Registrar

Encl.: Checklist for daily visit

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To

1. Chief Warden
2. All Hostels/Hall Wardens
3. Deputy Registrar (Establishment -I)
4. Assistant Registrar (Estate)
5. Executive Engineer (Electrical)
6. Executive Engineer (Civil)

Copy forwarded for information to:

1. Dean (S/W)/Associate Dean (S/W)
2. PS to the Director
3. PS to the Registrar
4. Record Section
5. Institute Website

Indian Institute of Engineering Science and Technology, Shibpur

Check List for daily visit

1. Hostel Name & Number _____

2. Date of Visit _____

3. Time of Visit _____

4. Cleanliness and Hygiene:

(a) Number of rooms visited : _____

*Rooms are clean and well-maintained :

*Any repair or maintenance required(broken window etc) Yes/ No, If yes details :

(b) Toilets and bathrooms are clean properly :Yes/ No, If No details _____

(c) Common areas (Corridors, Staircases, lounges) are clean: Yes/ No

(d) Kitchen and dining areas are hygienic : Yes/ No

(e) Water Coolers and filters are cleaned and functional : yes/No

Is water cooler maintenance chart updated : Yes/No

(f) Dustbins are placed and used Properly in all areas : Yes/ No

5. Waste Management

(a) Waste is collected and segregated (Wet/ Dry) : Yes/No

What is the approx weight or waste & what kind of waste in the dustbin details?

(b) Garbage disposal is done on time : Yes/No

(c) No signs of littering inside or around hostel premises : Yes/No

(d) Compositing / eco-friendly waste practices in place : Yes/No

(e) Food waste properly measured and displayed in the Board: Yes/ No

What is the qty (approximately):

Breakfast - Left over food : _____ Wasted food : _____

Lunch - Left over food : _____ Wasted food : _____

Dinner - Left over food : _____ Wasted food : _____

6. Official Attendance:

(a) Hostel Staff attendance Record maintained :Yes/No, If yes : Numbers

(b) Night duty register reviewed and signed :Yes/ No If yes Numbers

(c) Visitor register checked and verified :Yes/No If yes Numbers

7. Student Interaction

(a) Food Quality is in order : Yes/No

(c) Safety and discipline are in order : Yes/No

(d) Whether any student needs counseling as per the report of : . Yes/ No
other students

8. Immediate Issues escalated

(a) Whether any issues needs for early attention : Yes/No

(Pl mention details at the back)

Signature
Name & Designation:

To:
The Chief Warden
IEST, Shibpur