

MINUTES OF the WARDEN COUNCIL MEETING

A Warden Council meeting was held on **16-08-2024**, at 3:30 PM in the SPS Conference Hall to discuss several issues related to the hostels. The minutes of the meeting is summarised in the following.

1. Recently, there was an incident of roof ceiling falling happened in the Mahanadi (SOH1) hostel. It is decided that all the wardens will coordinate with the IWD in charge to check all the rooms in their respective hostels. The checking must be finished by 30th September 2024.
2. All the maintenance related work for a particular hostel must be addressed to the Warden of that hostel. The HEC and caretaker must coordinate with the Warden to solve the problem.
3. All necessary plumbing items/electrical items/ etc must be purchased in bulk quantity by indenting through IMS portal. Then it should be kept in a store room. The respective warden/ NISER store in charge will issues the items to the caretaker after verification of the work request by the warden.
4. In case of urgent purchase of the items discussed in point no. 3, the request must be forwarded to the respective warden. The Warden will verify the purchased items and signed on the bill. The completion of work must be verified by the hostel HEC. Then only the bill should be forwarded to the Chief Warden for signature.
5. It is also decided that all the wardens will visit to their respective hostel and meet the HEC at least once in a month.
6. Extension of all existing hostel canteen must be done immediately.
7. For regular change of rooms within a hostel, the students must contact the respective caretaker and the caretaker can assign the new room if available, subject to no additional rooms are taken. The caretaker must ensure that the student must clean the room properly before leaving the room.
8. There was a request from the NISER Cafeteria committee to give hostel rooms to the cafeteria staff. The Warden council strongly discourage allotment of hostel rooms for non-academic purposes, except the hostel canteen workers as the hostel canteen provides foods to students in heavily discounted price. In the case of Cafeteria committee request, the warden council agreed to provide one double occupancy room (in addition to two room provided earlier) with a charge of ₹2,500/ per room per month or ₹1,250/ per person per month (in case of DOH).
9. Additionally, it is also decided that from now onwards a hostel room charge of ₹5,000/ per room per month will be charged for any non-academic related allotment, subject to the room availability and approval of the Warden Council.
10. It is decided that the Warden council will meet the director to discuss several other issues not mentioned in this minute.

- Signed by all Wardens, Chief-warden, special invitee and Director