Ref: WCE/OO/Hostel Committee/ 2049   Date: 04/08/2025

5 AUG 2025

OFFICE ORDER:

The following hostel committee is constituted for regular hostel administration till further orders.

Sr. No.	Designation	Name	Dept.
1	Chief Rector	Dr. B. N. Jamadar	Humanities & Science (Physics)
2	Rector	Shri. S. M. Pophare	Civil (Poly. Wing)
3	Rector	Dr. S. S. Kamble	Electrical (Poly. Wing)
4	Ladies Rector	Dr. Smt. P. K. Sohoni	Civil (Structural Engg.)
5	Ladies Rector	Smt. R. S. Janagond	Humanities & Science (Mathematics)
6	Hostel Coordinator	Shri. P. S. Jugadar	Hostel

Duties, Responsibilities and Authorities of Hostel Committee:

- Overall administration of hostel and mess.
- Prepare and verify the accounts i.e. payment and receipt/balance sheet etc.
- Address the grievances received from the students and hostel staff.
- Report and ensure smooth working of hostels/messes.
- Monitor purchases in the hostel and mess.
- Maintain proper discipline, security and law order in the entire hostel premises.
- Prevent ragging in any form in the hostel and mess premises.
- Coordinate with other Rectors and Ladies Rectors as regards to common issues.
- Hostel admission and allotment of rooms.
- Preparation of hostel information and website.
- Preparation of hostel annual report.
- Attend the complaints of students related to hostel general maintenance, mess, etc.
- Issue the hostel I-cards and bonafide certificates.
- Address medical related issues of the students.
- Keep record of room allocation, number of students in each room and furniture, etc.
- Contact and visit periodically to the hostel and the students.
- Follow any other hostel related duties assigned from time to time.

Prof. Dr. Uday A. Dabade

I/C Director

Copy to: 1. Concerned members
2. All HoDs/Vice-Principal (Poly.Wing)
3. Establishment/Accounts section/Rector Office