

Office of the Principal
Government Engineering College, Madhubani
Sagarpur, Pandaul, Madhubani- 847234, Bihar

Ref. No. -

Date:

Office order

For proper functioning of the hostels of the college, following faculty members are assigned additional responsibility to discharge various task/function as mentioned in the table below.

They are further required to assist and work in tandem with the Warden/ Asst. Warden/ Incharge, Caretaking of the respective hostels as well as teacher mentors of the boarders.

Sl. No.	Name of faculty member/staff	Role /Responsibility	Task /function
A. Boy's Hostel			*Counselling of students towards maintaining discipline and decorum * Enforcement of hostel rules and regulations *Implementation of office orders * Helping weak students in studies *Promoting overall congenial atmosphere for study, co-curricular & extra-curricular activities *Regular checking of quality of food served in mess * Organizing Parent/Guardian-Warden/Incharge meet at regular interval to apprise them with their ward's activities and development * Dealing with students' general psychological and health issues, if any, as far as practicable * Maintenance of gadgets like furniture, electrical light- fixtures, Inverter line, camera, Wi-Fi system, gates, windows, water purifier, toilets etc. and overall cleanliness of the floor
1.	1. Prof. Shubham Kumar, CED	Floor Incharge, Ground floor	
	2. Prof. Pappu Kumar, MED	Asst. floor Incharge, Ground floor	
2.	1. Prof. Rakesh Kr. Rajak, MED	Floor Incharge, First floor	
	2. Prof. Ravi Kumar, EED	Asst. floor Incharge, First floor	
3.	1. Prof. Imtiaz Alam, CED	Floor Incharge, Second floor	
	2. Prof. Abhishek Sharma, EED	Asst. floor Incharge, Second floor	
4.	1. Prof. Sumit Kumar, CED	Floor Incharge, Third floor.	
	2. Prof. Krishna Mahto, MED	Asst. floor Incharge, Third floor	
5.	1. Prof. Ravi Anand, CED	Floor Incharge, Fourth floor.	
	2. Prof. Md. Shadab Hussain, EED	Asst. floor Incharge, Fourth floor	
6	1. Prof. Saurav Abhishek, CED	Floor Incharge, Fifth floor	
	2. Prof. Ajeet Kumar, EED	Asst. floor Incharge, Fifth floor	
B. Girl's Hostel			
1.	Prof. Poonam Kumari, EED	Floor Incharge, Ground floor	
	Ms. Gangotri Kumari, DEO	Asst. floor Incharge, Ground floor	
2.	Prof. Prabha Pandit, EED	Floor Incharge, First floor	
	Ms. Gangotri Kumari, DEO	Asst. floor Incharge, First floor	
3.	Prof. Kavita Yadav, EED	Floor Incharge, Second floor	
	Ms. Gangotri Kumari, DEO	Asst. floor Incharge, Second floor	

Memo No. 276

Cc: For information and necessary action.

1. All HoDs
2. Prof. Incharge, Academic
3. Controller of Examinations
4. All concerned faculty member/staff
5. Prof. I/c, website
6. All Notice Board for display
7. Head Clerk cum Accountant cum Cashier, GEC, Madhbani

Sd/

Principal

Dated: 02/08/2023

Principal

(Signature)
02/08/2023