



कार्यालय अधिष्ठाता
राजमाता श्रीमती देवेन्द्र कुमारी सिंहदेव
शासकीय चिकित्सा महाविद्यालय अम्बिकापुर, सरगुजा छ०ग०

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क्रमांक/3264 /स्था०/शाचिम/2025

अम्बिकापुर, दिनांक...23/7/26.....

//आदेश //

कार्यालयीन आदेश क्रमांक/5934/शाचिम/स्था./2025 अम्बिकापुर, दिनांक 20.06.2025 का संशोधन करते हुए राजमाता श्रीमती देवेन्द्र कुमारी सिंहदेव, शासकीय चिकित्सा महाविद्यालय अम्बिकापुर, जिला- सरगुजा छ०ग० में स्नातकोत्तर/एम. बी. बी. एस. छात्र-छात्राओं के छात्रावास परिसर को अनुशासनित रूप से संचालन हेतु निम्नानुसार "छात्रावास वार्डन समिति" का गठन किया जाता है:-

छात्रावास मुख्य वार्डन एवं सह मुख्य वार्डन बालक छात्रावास (स्नातक)

क्र.	अधिकारी का नाम एवं पदनाम	विभाग का नाम	समिति में स्थान
01	डॉ. पंकज टेम्बुर्निकर, प्राध्यापक	मेडिसीन विभाग	मुख्य वार्डन
02	डॉ. अभिजीत सिंह दीवान, सह-प्राध्यापक	जनरल सर्जरी विभाग	सह मुख्य वार्डन
03	श्री आकाश राज वर्मा	स्टेटिशियन कम प्रदर्शक	समन्वयक

छात्रावास मुख्य वार्डन एवं सह मुख्य वार्डन बालक छात्रावास (स्नातकोत्तर)

क्र.	अधिकारी का नाम एवं पदनाम	विभाग का नाम	समिति में स्थान
01	डॉ. अभिजीत सिंह दीवान, सह-प्राध्यापक	जनरल सर्जरी विभाग	मुख्य वार्डन
02	डॉ. शंकर मार्शल टोप्पो, सहायक प्राध्यापक	पैथोलॉजी विभाग	सह मुख्य वार्डन

बालक छात्रावास

क्र	अधिकारी का नाम एवं पदनाम	विभाग का नाम	समिति में स्थान	छात्रावास ब्लॉक
01	डॉ० अमित कुमार यादव, सहायक प्राध्यापक	मेडिसीन	वार्डन	ब्लॉक-01
02	डॉ० अभय सिंह, जूनियर रेसीडेंट	मनोरोग	सहायक वार्डन	
03	डॉ० प्रवीण कुमार सिंह, सहायक प्राध्यापक	सर्जरी	वार्डन	ब्लॉक-02
04	डॉ० बिपुल कुमार पाण्डेय, जूनियर रेसीडेंट	सर्जरी	सहायक वार्डन	
05	डॉ० रोबिन लकड़ा, सहायक प्राध्यापक	मेडिसीन	वार्डन	ब्लॉक-03
06	डॉ० मयंक कुमार दुबे, जूनियर रेसीडेंट	निश्चेतना	सहायक वार्डन	
07	डॉ० ओम प्रकाश पंडित, जूनियर रेसीडेंट	अस्थिरोग	वार्डन	ब्लॉक-04
08	डॉ० शैलेन्द्र कुमार सिंह, जूनियर रेसीडेंट	मेडिसीन	सहायक वार्डन	

1. श्री दिलीप कुमार गुप्ता, सहायक ग्रेड- 03 छात्रावास के समस्त लिपिकीय कार्य संपादित करेंगे।

&

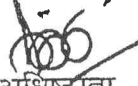
क्रमशः 02

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2 श्री राजेश कुमार कुजूर, वाहन चालक, को अपने वर्तमान दायित्व के साथ-साथ अतिरिक्त दायित्व के रूप में सफाई, सुरक्षा, जल आपूर्ति, विद्युत, व अन्य कार्य सुपरवाइज करने हेतु आदेशित किया जाता है।

3. श्री प्रेम सागर यादव, कम्प्यूटर ऑपरेटर (क्लेक्टर दर) सी.सी.टी.व्ही., आई.टी. एवं अन्य कार्य श्री राजेश कुमार कुजूर, वाहन चालक, से समन्वय स्थापित करते हुए कार्य सम्पादित करेंगे।

नोट:- उपरोक्त सभी अधिकारी एवं कर्मचारी संलग्न निर्देशानुसार छात्रावास के नियमों का पालन करना सुनिश्चित करेंगे साथ ही वे छात्रों के आने-जाने के निर्धारित समय का कड़ाई से पालन, साफ-सफाई एवं सुरक्षा का समय-समय पर निरीक्षण करना सुनिश्चित करेंगे तथा छात्रावास का आवश्यक इन्डेंट प्रेषित करेंगे।


अधिष्ठाता

राजमाता श्रीमती देवेन्द्र कुमारी सिंहदेव
शासकीय चिकित्सा महाविद्यालय अम्बिकापुर

& जिला- सरगुजा (छ०ग०)

अम्बिकापुर, दिनांक... 23/7/26

पृ० क्रमांक 3265-58 स्था०/शाचिम/2025

प्रतिलिपि:-

1. संयुक्त संचालक एवं अस्पताल अधीक्षक, राजमाता श्रीमती देवेन्द्र कुमारी सिंहदेव, शासकीय चिकित्सा महाविद्यालय संबद्ध चिकित्सालय अम्बिकापुर, जिला- सरगुजा छ०ग० की ओर सूचनार्थ।
2. समस्त विभागाध्यक्ष/शाखा प्रभारी, राजमाता श्रीमती देवेन्द्र कुमारी सिंहदेव, शासकीय चिकित्सा महाविद्यालय अम्बिकापुर, जिला- सरगुजा छ०ग० की ओर सूचनार्थ।
3. संबंधित... श्री प्रेम सागर यादव, कम्प्यूटर ऑपरेटर, क्लेक्टर...
राजमाता श्रीमती देवेन्द्र कुमारी सिंहदेव, शासकीय चिकित्सा महाविद्यालय अम्बिकापुर, जिला- सरगुजा छ० ग० की ओर सूचनार्थ एवं पालनार्थ।
4. कार्यालयीन प्रति।


अधिष्ठाता

राजमाता श्रीमती देवेन्द्र कुमारी सिंहदेव
शासकीय चिकित्सा महाविद्यालय अम्बिकापुर

& जिला- सरगुजा (छ०ग०)

Duties and Responsibilities of Assistant Warden (Medical College Hostel)

1. Student Discipline

- * Ensure compliance with hostel rules and regulations.
- * Counsel students involved in minor disciplinary issues.
- * Report serious misconduct to the Chief Warden/Dean.
- * Maintain a record of disciplinary incidents and actions taken.

2. Hostel Supervision

- * Conduct daily or surprise rounds, especially during evening and night hours.
- * Check attendance as per hostel policy.
- * Ensure unauthorized persons do not enter the hostel.
- * Verify that students return within prescribed timings.

3. Coordination with Security Staff

- * Supervise the work of 24x7 security guards.
- * Verify security registers and visitor logs.
- * Review CCTV footage whenever required.
- * Report any lapse in security to the administration.

4. Student Welfare

- * Be accessible to students for academic and personal concerns.
- * Identify students under stress and facilitate counseling.
- * Promote a safe, respectful, and harassment-free hostel environment.

5. Maintenance and Hygiene

- * Inspect hostel cleanliness, sanitation, water supply, electricity, and common areas.

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- * Coordinate with engineering, housekeeping, and maintenance staff for repairs.
- * Ensure fire safety equipment is functional.

6. Emergency Response

- * Respond promptly to medical emergencies, accidents, or fire incidents.
- * Coordinate with the casualty department, security, and local authorities when necessary.
- * Maintain emergency contact details of all residents.

7. Record Keeping

- * Maintain:
 - * Student occupancy register
 - * Leave and night-out register
 - * Visitor register
 - * Complaint register
 - * Incident register
 - * Inventory of hostel assets

8. Anti-Ragging Responsibilities

- * Strictly enforce anti-ragging regulations.
- * Conduct regular awareness meetings.
- * Immediately report suspected ragging to the Anti-Ragging Committee.

9. Meetings and Communication

- * Hold periodic meetings with student representatives.
- * Communicate hostel notices and institutional policies.
- * Submit monthly reports to the Chief Warden/Dean.

10. Prohibited Activities

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Ensure that the following are not permitted in the hostel:

- * Alcohol or drug use
- * Smoking in prohibited areas
- * Violence or intimidation
- * Damage to hostel property
- * Unauthorized guests or overnight visitors
- * Excessive noise or disturbance
- * Gambling or other illegal activities

Accountability

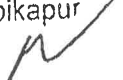
The Assistant Warden should submit a weekly or monthly report covering:

- * Number of inspections conducted
- * Discipline-related incidents
- * Security issues observed
- * Maintenance complaints and their status
- * Student grievances
- * Recommendations for improvement

Suggested Duty Hours

- * Evening hostel round: 7:00 PM – 9:00 PM
- * Night surprise inspection: At least twice a week
- * Available on call for emergencies.


DEAN

Rajmata Shrimati Devendra Kumari Singhdeo
Govt. Medical College, Ambikapur
& Surajia (C.G.) 

The Chief Warden is the overall administrative and disciplinary head of all hostels in a medical college. The Chief Warden is responsible for ensuring student welfare, maintaining discipline, and coordinating with the Dean, Assistant Wardens, security personnel, and hostel staff.

Duties and Responsibilities of the Chief Warden

1. Overall Administration

- * Exercise overall administrative control over all boy's hostels.
- * Ensure effective implementation of hostel rules and regulations.
- * Supervise the work of Assistant Wardens, caretakers, security staff, and housekeeping personnel.
- * Maintain discipline, safety, and a conducive environment for study.

2. Student Discipline

- * Enforce the hostel code of conduct.
- * Investigate complaints of indiscipline, misconduct, violence, or vandalism.
- * Recommend disciplinary action to the Dean as per institutional rules.
- * Prevent ragging, bullying, harassment, substance abuse, and other prohibited activities.

3. Student Welfare

- * Promote a safe, healthy, and supportive living environment.
- * Address student grievances promptly.
- * Facilitate counseling and support for students facing academic, psychological, or personal difficulties.
- * Organize orientation and awareness programmes on hostel discipline, anti-ragging, fire safety, and health.

4. Safety and Security




- * Ensure 24x7 security arrangements are functioning effectively.
- * Conduct regular and surprise inspections of hostels.
- * Review visitor registers, entry/exit records, and CCTV monitoring.
- * Coordinate with local police and hospital authorities during emergencies.

5. Hostel Maintenance

- * Ensure proper cleanliness, sanitation, water supply, electricity, and maintenance.
- * Coordinate with engineering, electrical, housekeeping, and sanitation departments.
- * Ensure fire safety equipment and emergency exits are functional.

6. Anti-Ragging Measures

- * Ensure strict implementation of UGC/NMC anti-ragging guidelines.
- * Conduct regular inspections and interactions with freshers.
- * Report incidents immediately to the Anti-Ragging Committee and Dean.

7. Administrative Functions

- * Approve hostel allotment and room changes according to institutional policy.
- * Maintain records of hostel occupancy, vacancies, and disciplinary cases.
- * Verify leave permissions, where applicable.
- * Monitor attendance and unauthorized absences.

8. Financial and Property Management

- * Supervise hostel property and prevent misuse or damage.
- * Recommend procurement of hostel furniture, equipment, and essential items.
- * Certify damaged or condemned items as per institutional procedures.



9. Coordination

- * Act as the liaison between students, parents, faculty, hospital administration, and the Dean.
- * Conduct regular meetings with Assistant Wardens and hostel representatives.
- * Submit periodic reports on hostel functioning to the Dean.

10. Emergency Responsibilities

- * Be available during emergencies such as medical incidents, fire, accidents, security breaches, or natural disasters.
- * Coordinate with emergency services and hospital departments.
- * Ensure proper documentation and reporting of all major incidents.

Powers of the Chief Warden

- * Issue instructions for maintaining hostel discipline.
- * Conduct inspections and order inquiries into hostel-related complaints.
- * Recommend suspension, eviction, or other disciplinary measures to the Dean as per institutional rules.
- * Recommend improvements in hostel administration and infrastructure.

Daily/Weekly Monitoring

The Chief Warden should ensure:

- * Daily review of security and incident reports.
 - * Weekly inspection of all hostels.
 - * Monthly meeting with Assistant Wardens and hostel representatives.
 - * Monthly report to the Dean covering:
 - * Discipline and security issues
 - * Student grievances
 - * Maintenance status
- 
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* Anti-ragging activities

* Recommendations for improvement


DEAN

Rajmata Shrimati Devendra Kumari Singhdeo
Govt. Medical College, Ambikapur
✓ Surguja(C.G.) ✓

