

NO. BASE/68/2019

Dated:7.4.2022

OFFICE ORDER

Sub:- Constitution of a Hostel and Mess Committee.

Ref:- Letter dt.4.4.2022 of Hostel Wardens

The Hostel Wardens have in their letter referred to above requested for forming a hostel and mess committee to manage the students' hostel and mess related issues and to work for the overall wellbeing of the students at the hostels.

2. There have been some issues relating to Hostel and Mess and the same are to be addressed on priority basis in the interest of students. Therefore, it is felt expedient to constitute a Committee to monitor and review the activities pertaining to hostel and mess related issues as under:

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| a) Prof. Muhammed Rafi, Adhoc Faculty and Warden, Boys' Hostel | - Chairperson |
| b) Prof. Pleasa Abraham, Adhoc Faculty and Warden, Girls' Hostel | - Co-Chairperson |
| c) Two students each from Boys' and Girls' Hostel
(to be elected by hostel inmates separately) | - Members |
| d) Sri Manjunath Pawar, Boys' Hostel incharge | - Invitee |
| e) Smt. Chaitra K.R.- Girls' Hostel incharge | - Invitee |

3. The Rules and Regulations for the Hostel Students are being finalised and the same would be issued shortly. In the meanwhile, the terms of reference are as under:

- To manage the overall issues of students relating to Hostel and Mess facilities.
- To interact with the students periodically and hear their grievances and address the same on top priority, particularly with respect to conservation of water and electricity.
- To direct the personnel working in Mess to keep the mess premises including all kitchenware and other related equipments hygiene and maintain cleanliness.
- To instruct the Mess people to follow all the required safety measures in the premises
- To monitor the Mess in-charge serving quality food as per schedule and timings as per the contract.
- To take necessary action to install Electric Fly/Insect Catcher/Insect light traps in the mess and dining areas. Necessary proposals for procurement of the same may be submitted to the concerned.
- If financial implications are involved in addressing the issues, the same shall be brought to the notice of the Registrar by processing the same in file with justifiable reasons for taking further necessary action.
- Any other issues which are relatively connected to Hostel and Mess may also be looked into.

(Shobha B)
Registrar

To

- All the concerned
- All the Consultants
- All the students
- All DEOs
- Accounts Section
- Notice Board

Copy to: 1) Finance Officer
2) Accounts Section
3) VC's office
4) Guard file/spare copies