

August 05, 2019

Internal Office Note

MESS MANAGEMENT COMMITTEE

Mess Management Committee, is being revised consisting of the following members with immediate effect to look after the smooth functioning and proper accounts management of the mess.

1. Dr. K.N. Tiwari, Assistant Professor	Chairperson
2. Dr. Rahul Shukla, Assistant Professor	Member
3. Dr. Poonam Parashar, Scientific Officer	Member
4. Mr. Kamal Singh, Hostel Incharge	Member
5. Bommaraju Sumadhura, Student girl representative	Member
6. Chitra Mehra, Student girl representative	Member
7. Gagandeep, Student boy representative	Member
8. Ashish Kumar, Student boy representative	Member
9. Rajesh Yadav, Student boy representative	Member

The above committee shall meet as often as deemed necessary, but not less than once per month, for the purpose of discussing and verifying the inventory and accounts of mess.

Monthly report should be presented before the Director with supporting documents for the final approval.

Responsibilities of Mess Management Committee:

1. Looking after the Mess accounts.
2. Keeping track of and ensuring optimal inventory in accordance with menus
3. Taking students feedback and improvement accordingly.
4. Managing lunch/dinners during special events or festivals.
5. Checking on the quality and quantity of grocery/vegetables supplied in mess.
6. Checking the quality of food.


Dr. S.J.S. Flora

Director

Copy to: All the above members
PS to Director