

**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.

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|---|-------------|
| 1. Dr. S.J.S. Flora, Director                                   | Chairperson |
| 2. Dr. Kolhe Ujwal Damu, Assistant Professor                    | Member      |
| 3. Dr. Abha Sharma, Assistant Professor                         | Member      |
| 4. Mr. Amar Mishra, Assistant Grade-I                           | Member      |
| 5. Mr. Subhash Chandra, Assistant Grade-II                      | Member      |
| 6. Ms. Monica Verma, Lab Assistant                              | Member      |
| 7. M.S. (Pharm.) student boys representative (To be nominated)  | Member      |
| 8. M.S. (Pharm.) student girls representative (To be nominated) | Member      |
| 9. PhD. Student representative (To be nominated)                | 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 Chairperson, Director, NIPER-Raebareli with the 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 student feedback and improving.
4. Managing lunch/dinners during special events or festivals.
5. Checking on the quality of food.

  
**Dr. S.J.S. Flora**  
Director

Copy to: All the above members