

**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. | Director, NIPER-Raebareli   | Chairman |
| 2. | Dr. Anuj Garg   | Member   |
| 3. | Dr. Abha Sharma   | Member   |
| 4. | Mr. Amar Mishra   | Member   |
| 5. | Mr. Nityanand Rai   | Member   |
| 6. | Mr. Kamal Singh   | Member   |
| 7. | One Student (Boys Representative to be nominated by Dr. Anuj Garg)    | Member   |
| 8. | One Student (Girls Representative to be nominated by Dr. Abha Sharma) | 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 present before the Chairman, 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  
NIPER-Raebareli

Copy to:

1. All the above members