

NOTICE

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| Intended For | All Faculty/Staff and Students |
| Regarding | Formation of Mess Committee |

The following faculty & student mess committees have been constituted for the **January-June 2025 Session** for the proper functioning of the Hostel Mess:

FACULTY MESS COMMITTEE

| Sr. No | Names | Designation | Responsibility |
|--------|-------------------|---|----------------|
| 1 | Mr. R.C Sharma | Assistant Professor & Chief Hostel Warden | Coordinator |
| 2 | Mr. Susheel Kumar | Assistant Professor | Member |
| 3 | Ms. Surjeet Kaur | Lab Instructor & Girls Hostel Warden | Member |

STUDENTS MESS COMMITTEE

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|---|-----------------------|---|--------|
| 1 | Ms. Ashmita Kalita | Student CSE 6 th Semester | Member |
| 2 | Mr. Surbhi Suman | Student, CSE 4 th Semester | Member |
| 3 | Mr. Sajjad | Student, CSE 4 th Semester | Member |
| 4 | Mr. Lalruatfela Royte | Student, ME 4 th Semester | Member |
| 5 | Mr. Nitya Ranout | Student, CSE (AI&ML) 2 nd Semester | Member |
| 6 | Ms. Dishant Guleria | Student, CSE (AI&ML) 2 nd Semester | Member |

The above committee will perform the following duties:-

1. The student mess committee will check the quality of food (breakfast / lunch / dinner) on daily basis and submit its report to the Faculty Mess Committee.
2. The faculty mess committee will perform the following duties:
 - Check the quality and quantity of food on daily basis, receive the feedback from the student mess committee and take appropriate corrective measures, if needed.
 - Check the cleanliness and hygiene condition of the dining hall, cooking area and washing area on daily basis
 - Check the quality of vegetables, condiments, wheat, rice, etc used for cooking of food on random basis
 - Check that students are not wasting food.
 - Check that proper decorum and discipline is maintained in the mess
 - Guiding the cooking staff for changes in the food, if needed
 - Report the matter of improper preparation or any other irregularities observed in the mess to the undersigned without indulging in any sort of conflict or argument with the students and the mess staff.
3. A weekly meeting of both the committees and the mess contractor on every Friday at 4.00 p.m. will be held in the office of the Campus Director to discuss the weekly feedback and take corrective measures for the next week.
4. Repeated irregularities will be brought in the notice of the management.


Campus Director

Copy for information to:-

- Vice Chairman
- Director-QGI/QIFGOI
- Associate Director
- Faculty Staff/Coordinators
- Mess Contractor
- Notice Board