

Office of the Provost- Boys Hostels

25th July, 2017

Greetings to all Boarders of the Boys Hostels!

All the boarder of the Boys Hostels are hereby informed that the applications are being invited for the post of '**Mess Secretaries**' and '**Food-cum-Audit Committee**' members from the boarders of all Boys Hostels to deal the matters related to Centralized Mess Facility of the current academic year 2017-18. The interested boarders may submit their applications **to the Provost Office on or before 31st July, 2017 till 5 p.m.**

Two (02) students will be selected as Mess Secretaries for duration of one month only. Any students who take the responsibility of Mess Secretary, his Mess Fee will be waived off for the said month.

Further, two (02) students will be selected as members of '**Food-cum-Audit Committee**' from each hostels. The total no. of members of '**Food-cum-Audit Committee**' will be **eight (08)** i.e. (one old student and one newly admitted student from each hostel). The tenure of the '**Food-cum-Audit Committee**' members will be for current semester of the academic year 2017-18.

Note: 1- In case, if required applications are not received from the boarders for the post of '**Mess Secretaries**' and '**Food-cum-Audit Committee**' members, then the Wardens (Mess) will nominate any students for the said posts.

Note: 2- Any boarder of the Hostel will not be Selected/Nominated as '**Mess Secretaries**' and '**Food-cum-Audit Committee**' members, if he has any pending Hostel/Mess fee in the past.

Note: 3- The criteria of selection for the post of '**Mess Secretaries**' and '**Food-cum-Audit Committee**' members will be decided by Wardens (Mess).

Note: 4- The boarders who want to take the responsibility of the **Mess Secretaries and members of Food-cum-Audit Committee** are hereby informed that they must deliver their responsibilities as assigned by the Wardens (Mess).

(The Mess Secretaries should maintain the 'Stock Register towards purchase of outside items' and one 'Kitchen Stock Register' which should have details of all the items issued daily to the kitchen staff as per prescribed format/guidelines).

Provost, Boys Hostels

Copy to:

1. Office of the Vice-Chancellor
2. Office of the PVC/Registrar I/C
3. Joint Director, CIT with a request to upload it on University Website
4. Senior Warden, Wardens and Caretakers of the Boys Hostels
5. Concerned File