



Indian institute of Science Education and Research Bhopal Dining Hall-2

Mess Responsibility for Mess committee members

Shashank Sharma (President): - A proper look at the aspects, Check of Feedback & complaints register and try to resolve all the problems and take care of other issues and coordinate with all mess committee members, mess contractor, mess manager, caretaker, Hostel warden, and DoSA office.

Shalini pal (Coordinator): - Check the complaints register and try to resolve all the problems and take care of other issues and coordinate with caretaker & Hostel warden, call to committee members for a meeting and also create monthly feedback google form & send to all mess users. Also, check the food as per the decide the mess-menu on daily basis. Note down the important points of the mess committee member's meeting. also, circulate to all mess users.

Ravi Kumar Sharma & Gowri Devi: - Check the quality and brands all are being used properly (As per contract) both are authorizes surprise visit in the mess during night duty times with the presence of caretaker and mess president.

Yogesh & Rittika: - Make sure that all students pay mess fees on time, make sure mess rebate of students, coordinate with the all-mess users regarding mess fees issue, and also check the number of

mess workers as per the contract make sure that the worker maintains proper self-hygiene and cover their heads and wear hand gloves, cap while serving the meal.

Sameeksha: - Make sure about the cleanliness of the mess including cooking and serving vessels. also, check the all-electrical types of equipment, mess equipment is working properly if there is any problem inform to mess in charge (on duty caretaker).

Deepika: - Check about the mess timing and check whether no shortage of food and also keep a track of wastage in the mess. make sure only registered students are using the mess facility, any outsider is not allowed to enter the mess.

Devendra & Kavita Negi: - Night canteen responsibility makes sure the Night Canteen Timings, Menu and rate list contact details of concerned persons. To follow Safety Protocols and Covid appropriate behavior. To monitor that quality, hygiene, cleanliness is maintained while operating the night canteen.

Shashank
18/09/2021
President
R.No.1920205

Shalini
18/09/2021
Shalini pal
R.No 200505

Poojama
18/09/2021
Ravi Kumar Sharma
R.No 160207

Kavita
Kavita Negi
R.No 2010209

Yogesh
18/09/21
Yogesh
R.No 2010222

R. Dey
Ritika
R.No 190206

Sameeksha
Sameeksha
R.No.2010217

Deepika
Deepika
R.No 2010108

Devendra
Devendra
R.No.2010205

Gowri
Gowri Devi
R.No.2010802

[Signature]
**Mess In-charge
Caretaker Mess-2**

[Signature]
**Warden In-Charge
Mess-2**