

# Duty Chart of Mess Committee Members

## Mess-2 Aug-2018

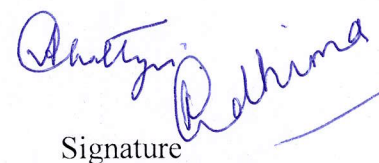
S.No	Roll No	Post	Name	Duties
1	14123	President	Rahul Meena	<ul style="list-style-type: none"><li>• Check the complaint register and try to resolve all problems.</li><li>• Take care of other issues and coordinate with caretaker &amp; hostel warden.</li></ul>
2	14170	Coordinator	Shubham Tiwari	<ul style="list-style-type: none"><li>• Note down and circulate the mess meeting minutes.</li><li>• Check the quality of Milk, Butter, Achaar, Ghee, Sprouts and Salad.</li></ul>
3	16075	Coordinator	Gopal Mishra	<ul style="list-style-type: none"><li>• Make Sure that raw material used for cooking is of good quality like oil, rice, aata, vegetables etc.</li></ul>
4	14105	Mess Representative	Parul Gupta & Srashti Vishvakarma	<ul style="list-style-type: none"><li>• Check about the mess timing and check whether no shortage of food.</li></ul>
5	14035	Mess Representative	R Ashwin	<ul style="list-style-type: none"><li>• Check about the insect killers working properly or not.</li></ul>
6	16146	Mess Representative	Radha Kulkarni, Srabana Biswas & Kaveri AS	<ul style="list-style-type: none"><li>• Make sure that all students pay mess fees on time</li></ul>
7	180201	Mess Representative	Jatin Panda,	<ul style="list-style-type: none"><li>• Check the quality of Milk, Butter, Achar, and Ghee &amp; Salad.</li></ul>
8	180206	Mess Representative	Shubhojit Banerjee	<ul style="list-style-type: none"><li>• Check about the mess timing and check whether no shortage of food.</li></ul>
9	180207	Mess Representative	Tanushree & Prachi Sahjwani	<ul style="list-style-type: none"><li>• Make sure about the cleanliness of the mess including cooking and serving vessels. Make sure that the worker maintain proper self hygiene and cover their heads and wear hand gloves while serving the miles.</li></ul>

  
Signature

Mess President

  
Signature

Mess In Charge

  
Signature

Warden-In-Charge