



Government of West Bengal
Office of the Principal
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No. 03112025-P1(Hostel office)

Office order

Date:03.11.2025

A joint mess committee has been constituted, comprising all the superintendents and Assistant Superintendents of the hostel. **Dr Md. Niharul Alam, Head-Dept. of Chemistry**, will be the **chairman and coordinator of the committee**. The student coordinator, assistant coordinator, and one student member from each hostel (as decided by the mess committee of the concerned hostel) will be members of the committee. The committee members are advised to execute the following functions:

1. To execute the tender.
2. To monitor & control the hostel-related activities & discipline.
3. To arrange at least one joint mess committee meeting.
4. To arrange meeting at the hostel office and dispose the various hostel related issues.
5. To execute the hostel admission process

The Hostel office of the joint mess committee will be open for five days. The office will be run under the supervision of the Coordinator, who will oversee the financial function of the hostel office.


Principal

Copy to:

1. All concerned