



GOVERNMENT COLLEGE OF ENGINEERING, JALGAON

(An Autonomous Institute of Government of Maharashtra)

“Globally Accepted Engineers with Human Skills”

National Highway No. : 6 Jalgaon - 425002

Phone No. 0257-2281522

Fax No.:- 0257-2281319

Web Site: www.gcoej.ac.in

E-mail :- princoej@rediffmail.com

DUTIES AND RESPONSIBILITIES OF HOSTEL MESS COUNCIL

The duties and responsibilities of hostel mess council for students cooperative mess are as follows.

I. General Rules and Regulations

1. “Hostel Mess Council” at the hostel mess, comprises of the following Mess committees and are involved in the effective day-to-day functioning of Hostel and mess :
 - a) General management and monitoring committee
 - b) Purchase and storage committee
 - c) Finance and audit committee
2. Each mess is supervised by Mess supervisor (Full Time) and Hostel Clerk, who will be available in the hostel, in the normal working hours and as per time schedule decided by Hostel administration.
3. Each mess is administered by the concerned mess supervisor along with the students mess committees under the directions from Warden of respective hostel and Rector.
4. The students can approach any of the above officers for any help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.
5. Every complaint about any issues related with mess will be channeled properly through the respective warden/Rector and finally will be reported to the Principal, The Principal reserves the right to initiate any action as he deems fit for the situation.
6. The mess supervisor appointed for each mess will be the member of all committees.

II. Duties and responsibilities of General management and monitoring committee

1. Maintenance of the stock of utensils, crockery, cutlery, furniture, kitchen and mess fittings, furnishings and equipments.
2. To manage manpower for proper operation of mess with the help of Mess Manager.
3. To monitor Daily attendance and in and out time of all mess staff and workers. To keep record of leaves of all mess staff and workers.
4. To prepare monthly wages of all mess staff and workers.
5. To report to the Warden the names of the students who are violating the mess rules.

6. Preparation of the menu for the week in consultation with the hostel council. Days for special meals should be fixed and notified to the students.
7. To keep vigilance to avoid inconvenience to hostelites.
8. To maintain the quality of prepared food.
9. To monitor Daily and General Cleanliness of mess rooms, kitchen, storage area, dining area, basin, utensils, water coolers.
10. To ensure / report the maintenance of the mess premises in clean and hygienic condition
11. To monitor Daily cooking hygiene.

III. Duties and responsibilities of Purchase and storage committee

1. To take requirement of material with the help of cook, mess manager.
2. To purchase fixed required material, grocery of specified quality by collecting quotations from various suppliers and to finalise the supplier for respective material.
3. To purchase vegetables from market of specified quality.
4. To take care of storage of all materials and to issue daily required materials as per needs.
5. To maintain the quality of raw materials used to cook food.
6. To provide the bill details to finance and audit committee.

IV. Duties and responsibilities of Finance and audit Committee

1. To keep all records related to financial matter.
2. To keep all records of purchased material, grocery, vegetables.
3. Preparation of monthly mess bill to be jointly signed by the committee coordinator, the mess supervisor with duly approved warden/rector and mandatory to display on mess notice board.
4. To prepare bills as per attendance register of mess servants and disbursement of their salary with the help of Mess Manager and warden/rector.
5. To maintain the proper record of the mess fine fund.
6. To Audit the one semester mess expenses with mess manager and warden/rector.