

Subject: Re: Fwd: Verification of points for various previous positions held in H-1.
From: "General Secretary H1" <gsech1@iitb.ac.in>
Date: 13/08/19, 2:21 PM
To: pg.verifyresume2019iitb@gmail.com
CC: gsech1@iitb.ac.in, 173079001@iitb.ac.in, 173079007@iitb.ac.in,
173079006@iitb.ac.in, 173079004@iitb.ac.in

To whomsoever it may concern,

Dear Sir/Madam,

This is to verify that the following students have carried out the responsibilities as per their positions mentioned.

Thanks & Regards,
Deepak Ranjan Padhi
G.Sec (in charge)
Hostel-1

Dear General Secretary,

Following is the list of positions held and work done during the council term please approve them.

Roll No

Name
Position held
Work done
Term duration

173079004

M.Arun kumar
Mess Secretary

1. Managed all mess related activities for a mess which catered for 250+ students with an approximate budget of 8,00,000/- per month.
2. Responsible for verification of mess bills, coordinating with vendors.
3. Reduced mess bill from Rs 140/- per student per day to around Rs 114/- per students per day in span of two months.
4. Were able to continue smooth functioning of mess services even in the absence of Mess Councilor.
5. Minimized the average waste from 25-30kg to 3-8kg.
6. Increase in transparency in kitchen and counter area by installing camera and by conducting random checks on the vendors.

June 17- Mar 18

173079001

Anuraag Tumanapally
Web Secretary

1. Development and Maintenance of Hostel-1 Web site and Computer.
2. Installed digital notice board in mess area.

June 17- Mar 18

173079006

Abhishek kumar
Computer Councilor

1. Maintenance of internet network and resolution of network issues as

and when faced.

2. Design and maintenance of hostel web site and continuous updation of hostel activities.
3. Uninterrupted Network and Computer services to all the inmates of the hostel round the clock.

June 18-Mar 19

173079007

Hitesh Kurapati
Maintenance Secretary

1. Responsible for the proper maintenance and smooth functioning of the hostel of 250+ inmates.
2. Played a leading role in design of Annual maintenance contract for the hostel.
3. initiated action plan to renovate unused land to garden area.

June'17-Mar'18

173079007

Hitesh Kurapati
Election & Awards Committee Member

1. Worked in a team of 4 as a part of election committee to conduct hostel council election and awards distribution among outgoing council members for their exceptional service to the hostel.
2. was responsible for conducting election in hostel with 250+ inmates.
3. Part of Awards committee and was responsible for selecting Awardees among applied contestants and awards distribution.

Mar19-June 19

*PS: Some of the points mentioned for mess and maintenance are taken from hostel-1 annual magazine ANUBHOOTI April 2018, and can be used for verification. *

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Thanks and regards
M.Arun kumar.