



IIT Goa Hostel Council

Appointment of Wing Representatives

Date : February 4, 2019

This is to inform you all that following students are appointed as the wing representatives of the respective wings mentioned in table. This is to note that middle wing is shared by the representatives of side wings.

Block	Wing	Name	Roll Number	Email
B1	101-110	Abhishek Varghese	160020030	abhishek.varghese.16001@iitgoa.ac.in
B1	211-220	Pankaj Katkar	160010002	pankaj.katkar.16001@iitgoa.ac.in
B1	201-210	Radhika Gujar	180030022	radhika.gujar.18003@iitgoa.ac.in
B2	001-010	Sohan	180010016	kshirsagar.shrirang.18001@iitgoa.ac.in
B2	011-016	Rohit Rajora	180010024	rohit.rajora.18001@iitgoa.ac.in
B2	101-110	Rajnish Saraswat	180010023	rajnish.saraswat.18001@iitgoa.ac.in
B2	111-120	Darshay Naik	180030009	darshay.naik.18003@iitgoa.ac.in
B2	201-210	Piyush Singh	170030028	piyush.singh.17003@iitgoa.ac.in
B2	211-220	Abhay Sharma	170010011	abhay.sharma.17001@iitgoa.ac.in

Duties of Wing Representative

1. He/She has to report all the maintenance related issues to Maintenance secretary in proper handwritten or soft document. And will have to take followup until the issues are not solved.
2. He/She has to present a brief report of all the works every month that were planned, completed and not completed with dates.
3. He/She has to ensure that students are using hostel properties such as washing machines, water cooler, Geiger etc with good care.
4. If any student is in medical emergency, wing representative will have to call medical secretary or driver to send him to dispensary/hospital, in case nobody is present to do so.
5. He/She has to ensure that students are using Complaint and Suggestion Management System (CSMS) portal on the hostel website to file their complaints.
6. If needed or directed by the General Secretary, he/she will have to collect opinions of the students regarding the subject mentioned by the General Secretary.

Important Note

1. Above mentioned duties are the common duties, in case any other duty related to the hostel is informed, it must also be carried out by him/her.
2. Appointed student will not be permanent. He/She can be changed if his/her performance is dis-satisfactory to the Maintenance Secretary, General Secretary, or to the student body. Although he/she will be given a specified time to prove his/her activeness in the council.

Yours faithfully,

Himanshu

General Secretary Hostel Affairs