

‘HMC MEETING MINUTES

Venue of Meeting: Caretaker Room

Date and Time of Meeting: 22th July 2016, Friday 6:00 pm to 7:30 pm

Meeting witnessed by:

Warden	Dr. Pankaj Biswas
Associate Warden	Dr. Kaustubh Dasgupta
General Secretary	Mr. Ajit Singh
Mess Convener	Mr. Shivanand Mali
Maintenance Secretary	Mr. Nitesh Gautam
Technical Secretary	Mr. Gajraj Singh Jodha
Welfare Secretary	Mr. Jayesh Mathur
Sports Secretary	Mr. Ang Tashi Sherpa

Agendas of the Meeting:

- 1) Continuation of lohit caterer and completion of construction activity in lohit kitchen
- 2) Maintenance problems in newly opened ‘D’ block (unavailability of furniture, un-functioning of electrical services, un-functioning of LAN etc.)
- 3) Suggestions for assigning duties to wardens
- 4) Coordination among HMC members

Discussion and Decision:

- 1) After discussing first agenda, wardens suggested that lohit caterer can be permitted to start the mess by temporary partitioning in the kitchen area; however it is also suggested construction activity will not be hampered and caterer needs to submit undertaking for the same. On telephonic conversation with caterer it is observed that caterer is ready to start the mess from 1st of August. The walkover survey has been done by HMC member.

HMC agreed the decision unanimously.

- 2) After discussing second agenda, wardens assured that necessary action will be taken soon and meeting will be held with different sections (computer, establishment etc.).

HMC agreed the decision unanimously.

- 3) With permission of wardens, General secretary and Mess convener gave suggestion to distribute duties to wardens; warden appreciated the point and they themselves assigned following duties to them:

Warden	Dr. Pankaj Biswas	Finanace and Accounts
Associate Warden	Dr. Kaustubh Dasgupta	Mess Issues
Associate Warden	Dr. Sankar Ravi, M	Maintenance Issues

HMC agreed the decision unanimously.

- 4) General Secretary and mess convener pointed out the lacking of co-ordination among student representative; warden suggested to work as team and matter has been resolved.
HMC agreed the decision unanimously.

**Minutes of the meeting prepared by:
Mr. Shivanand Mali
(Mess Convener)**