



# LPCPS

LUCKNOW PUBLIC COLLEGE  
OF PROFESSIONAL STUDIES

YEAR – 2016

## Roles and Responsibilities of Hostel and Mess Committee

1. Planning, execution and reviewing of rules and regulations of Hostel regularly.
2. Facilitating grievance redressal of students and communicates the same to the concerned authorities.
3. Keeps a check on the daily issues regarding the hostel infrastructure, the housekeeping issues, mess facilities, etc.
4. Ensuring an enriching stay at the campus
5. Ensuring the arrangement of mess environment viz. seating capacity, proper lighting and ventilation, less overcrowding, cleanliness of floors etc.
6. Smooth & timely operation of the mess
7. Verifying the quality of food being served in the mess.
8. Ensuring, proposed menu by authorities is to be followed and served the same to the students and staff.

## Functions

1. To create overall disciplined environment in hostel
2. To provide the platform for students so that they can showcase their talent.
3. To provide them infrastructure conducive for their growth
4. To provide amenities for their recreation and past time.
5. To organize various cultural and sports events in the hostel to bring out creative abilities of students.
6. To create an environment so that feeling of home sickness is not there amongst the students.
7. To provide good healthy and hygienic food.
8. It is designed to serve the interests of the student's community in competitive cultural field and provide an ambience for their overall wholesome personality development

### Frequency of meeting:

- The hostel and mess committee conducts meeting once in a year, and schedule additional meetings as per the requirement of college.

### Attendance in the meeting:

- *Around 80 to 90 percent of committee members presence required in the meeting*

**Note:** Above are some sort of responsibilities of above committee members. Details of responsibilities shall be informed to committee members time to time as deemed fit by the Administration and Management of the college .

(Prof. Anil Singh)

*Anil Singh*  
Principal  
Lucknow Public College of Professional Studies  
Vinamra Khand, Gomti Nagar, Lko



## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

Ref.: LPCPS/PRINCIPAL/21-22/.../2/01...

Date: 16/12/2021

### OFFICE ORDER

### HOSTEL AND MESS COMMITTEE

Hostel and mess committee is responsible for the smooth functioning of the Hostel and mess facilities at LPCPS campus under the supervision of the nominated committee coordinator. The hostel and mess committee (HMC) at LPCPS campus, is a management run body which constitutes of members from of the college. It is responsible for managing the food and hostel infrastructure. We believe that our hostel and mess should be a 'home away from home' for all students and thus strive to improve various aspects related to food hostel issues are resolved at the earliest. College is pleased to inform that following Hostel and Mess Committee for the **academic session 2022-23** has been constituted. Following faculties are hereby appointed for the representation of Hostel and Mess Committee.

S. No.	Name	Post
1	Ms. Aanchal Praveen	Co-ordinator
2	Ms. Amrita Yadav	Girls-Hostel Warden
3	Mr. S.B.L Verma	Boys-Hostel Warden
4	Mr. Ajay Gupta	Co-coordinator
5	Ms. Snehlata Verma	Incharge
6	Shambhavi Singh-B.com (H)	Student representative

#### Responsibilities of Hostel and Mess Committee

- Planning, execution and reviewing of rules and regulations of Hostel regularly.
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## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

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**Note:** Above are some sort of responsibilities of above committee members. Details of responsibilities shall be informed to committee members time to time as deemed fit by the Administration and Management of the college.

  
(Prof. Anil Singh)  
Principal

### Copy to:

- Dean Academics
- Director, IQAC
- Concerned Department Heads
- Hostel and Mess Committee (Co-ordinator) and members.
- Concerned Notice Boards



## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

Ref.: LPCPS/COMM/H&M/21-22/21/01

Date: 21/01/22

### Meeting Notice

This is to inform you all that a meeting of Hostel and Mess committee is scheduled at 3 P.M. on 28<sup>th</sup> January, 2022 for the **academic session 2022-23** in Counselling Room of Lucknow Public College of Professional Studies.

#### Agenda Items:

- Discussion on planning, execution and review of rules and regulations of Hostel regularly.
- Discussion on facilitating grievance redressal of students and communicates the same to the concerned authorities.
- Discussion on keeping daily check on the hostel infrastructure, the housekeeping issues, mess facilities.
- Discussion on ensuring an enriching stay at the campus.
- Discussion on ensuring the arrangement of Seating capacity, proper lighting and ventilation, cleanliness of floors.
- Discussion on smooth and timely operation of the mess.
- Discussion on verification of the quality of food being served and assurance of the proposed menu by the authorities being followed and served to the students and staff.

  
(Coordinator)

**Hostel and Mess Committee**

#### Copy to:

- Principal Office
- Dean Academics
- Director, IQAC
- Concerned Departments
- Concerned Notice Boards



## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

Ref.: LPCPS/COMM/H&M/21-22/01/02

Date: 23/01/2021

### Meeting Minutes

The meeting minutes of Hostel and Mess Committee convened on January 23<sup>rd</sup> 2021 at 3:00... P.M for the academic session 2022-23 in Counselling room of Lucknow Public College of Professional studies.

The following members of Hostel and Mess were present

S. No.	Name	Post
1	Ms. Aanchal Praveen	Coordinator
2	Ms. Amrita Yadav	Girls-Hostel Warden
3	Mr. S.B.L Verma	Boys-Hostel Warden
4	Mr. Ajay Gupta	Co-coordinator
5	Ms. Snehlata Verma	Incharge
6	Shambhavi Singh-B.com (H)	Student representative

At the outset chairman welcomed all the members and informed the agenda items need to be discussed and resolved

Thereafter following agendas were discussed and resolved.

S. No	Raised by	Agenda	Responsibility	Resolution
1	Ms. Amrita and Mr. S.B.L Verma	Discussions regarding the Planning, execution, and review of the rules and regulations of Hostel.	All Member	Committee analysed and reviewed hostels norms and asked to warden for consistent monitoring of the norms. Warden was informed to report regularly to impose norms as deemed fit by concern authorities.



# LPCPS

LUCKNOW PUBLIC COLLEGE  
OF PROFESSIONAL STUDIES

## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

2	Ms. Amrita and Mr. S.B.L Verma	Discussion regarding grievance Redressal of the students and communication of the same to the concerned authorities.	All Members	Committee asked to hostel warden to solve grievances within time. After deliberation and concurrence, committee proposed and recommended grievance redressal mechanism and procedure through which grievances of residents, if any, would be resolved.
3	Ms. Amrita and Mr. S.B.L Verma	Discussion regarding mess Facilities, hygiene and housekeeping issues.	All Members	Committee randomly inspected issues related to mess Facilities, hygiene and housekeeping and report to HEI for appropriate action. Committee recommended best practices ensuring concerning issues.
4	Ms. Amrita and Mr. S.B.L Verma	Discussion Regarding the hostel infrastructure and ensuring an enriching stay at the campus.	All Members	Committee inspected the accommodations offered to residents and ensured sound living accommodation. Committee recommended best infrastructure to HEI.
5	Ms. Amrita and Mr. S.B.L Verma	Discussion regarding the arrangement of seating capacity, proper lighting and ventilation, Cleanliness of Floors	All Members	Committee ensured proper arrangement of accommodations supported by proper lighting, ventilation, cleanliness of the floor and reported to HEI. Committee asked hostel warden to ensure the concerning allied services.
6	Ms. Snehlata Verma	Review Regarding Smooth and timely Operation of the mess.	All Members	Committee asked hostel warden and mess Incharge for the smooth and consistent service as expected from the parties. Committee asked to mess Incharge to minimize delaying in the operation.
7	Ms. Aanqhal Praveen	Regarding Verification of the quality of food, and its Service as per proposed menu by authorities.	All Members	Committee randomly visited mess and inspected menu served to the residents and reported to HEI. Committee asked to mess Incharge to ensure good quality of food as promised to serve.



## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

### Action Taken Report

Reference No.	Resolution	Action Taken
1.	Committee analysed and reviewed hostels norms and asked to warden for consistent monitoring of the norms. Warden was informed to report regularly to impose norms as deemed fit by concern authorities.	No Issues found violating the rules and regulations of the hostel and mess
2.	Committee asked to hostel warden to solve grievances within time. After deliberation and concurrence, committee proposed and recommended grievance redressal mechanism and procedure through which grievances of residents, if any, would be resolved.	One Student found doing mischievous activity removed from hostel premises with proper information to the guardian.
3.	Committee randomly inspected issues related to mess Facilities, hygiene and housekeeping and report to HEI for appropriate action. Committee recommended best practices ensuring concerning issues.	No issues found which would have been derogatory.
4.	Committee inspected the accommodations offered to residents and ensured sound living accommodation. Committee recommended best infrastructure to HEI.	Painting has been done in reference with accommodation facility of the hostel.
5.	Committee ensured proper arrangement of accommodations supported by proper lighting, ventilation, cleanliness of the floor and reported to HEI. Committee asked hostel warden to ensure the concerning allied services.	No issues related with the concerned discussion.



**LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES**

6.	Committee asked hostel warden and mess Incharge for the smooth and consistent service as expected from the parties. Committee asked to mess Incharge to minimize delaying in the operation.	No problems in performance of the mess and hostel warden and Incharge.
7.	Committee randomly visited mess and inspected menu served to the residents and reported to HEI. Committee asked to mess Incharge to ensure good quality of food as promised to serve.	No issues related with food quality found.

*Nauchal*  
(Coordinator)

**Hostel and Mess Committee**

Copy to:

- Principal office
- Dean Academics
- Director, IQAC
- Concerned Departments
- Concerned Notice Boards





## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

Ref.: LPCPS/PRINCIPAL/20-21/12/101

Date: 16/12/2020

### OFFICE ORDER

### HOSTEL AND MESS COMMITTEE

Hostel and mess committee is responsible for the smooth functioning of the Hostel and mess facilities at LPCPS campus under the supervision of the nominated committee coordinator. The hostel and mess committee (HMC) at LPCPS campus, is a management run body which constitutes of members from of the college. It is responsible for managing the food and hostel infrastructure. We believe that our hostel and mess should be a 'home away from home' for all students and thus strive to improve various aspects related to food hostel issues are resolved at the earliest. College is pleased to inform that following Hostel and Mess Committee for the **academic session 2021-22** has been constituted. Following faculties are hereby appointed for the representation of Hostel and Mess Committee.

S. No.	Name	Post
1	Mr. Mayank Singh	Co-ordinator
2	Ms. Amrita Yadav	Girls-Hostel Warden
3	Mr. S.B.L Verma	Boys-Hostel Warden
4	Mr. Ajay Gupta	Co-coordinator
5	Ms. Snehlata Verma	Incharge
6	Shambhavi Singh-B.com (H)	Student representative

#### Responsibilities of Hostel and Mess Committee

- Planning, execution and reviewing of rules and regulations of Hostel regularly.
- Facilitating grievance redressal of students and communicates the same to the concerned authorities.
- Keeps a check on the daily issues regarding the hostel infrastructure, the housekeeping issues, mess facilities, etc.
- Ensuring an enriching stay at the campus
- Ensuring the arrangement of mess environment viz. seating capacity, proper lighting and ventilation, less overcrowding, cleanliness of floors etc.
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# LPCPS

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## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

### Functions

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### Attendance in the meeting:

- *Around 80 to 90 percent of committee members presence required in the meeting*

**Note:** Above are some sort of responsibilities of above committee members. Details of responsibilities shall be informed to committee members time to time as deemed fit by the Administration and Management of the college.

  
(Prof. Anil Singh) Professor  
Principal, Lucknow Public College of Professional Studies,  
Gandhi Nagar, Lucknow

### Copy to:

- Dean Academics
- Director, IQAC
- Concerned Department Heads
- Hostel and Mess Committee (Co-ordinator) and members
- Concerned Notice Boards



**LPCPS**  
LUCKNOW PUBLIC COLLEGE  
OF PROFESSIONAL STUDIES

## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

Ref.: LPCPS/COMM/H&M/20-21/.....

Date: 21/01/21

### Meeting Notice

This is to inform you all that a meeting of Hostel and Mess committee is scheduled at 3 P.M. on 23<sup>th</sup> January, 2021 for the **academic session 2021-22** in Counselling Room of Lucknow Public College of Professional Studies.

#### Agenda Items:

- Discussion on planning, execution and review of rules and regulations of Hostel regularly.
- Discussion on facilitating grievance redressal of students and communicates the same to the concerned authorities.
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(Coordinator)

**Hostel and Mess Committee**

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## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

Ref.: LPCPS/COMM/H&M/20-21/01/02

Date:23/01/2021

### Meeting Minutes

The meeting minutes of Hostel and Mess Committee convened on January 23<sup>rd</sup> 2021 at 3:00... P.M for the academic session 2021-22 in Counselling room of Lucknow Public College of Professional studies.

The following members of Hostel and Mess were present

S. No.	Name	Post
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2	Ms. Amrita Yadav	Girls-Hostel Warden
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## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

2	Ms. Amrita and Mr. S.B.L. Verma	Discussion regarding grievance Redressal of the students and communication of the same to the concerned authorities.	All Members	Committee asked to hostel warden to solve grievances within time. After deliberation and concurrence, committee proposed and recommended grievance redressal mechanism and procedure through which grievances of residents, if any, would be resolved.
3	Ms. Amrita and Mr. S.B.L. Verma	Discussion regarding mess Facilities, hygiene and housekeeping issues.	All Members	Committee randomly inspected issues related to mess Facilities, hygiene and housekeeping and report to HEI for appropriate action. Committee recommended best practices ensuring concerning issues.
4	Ms. Amrita and Mr. S.B.L. Verma	Discussion Regarding the hostel infrastructure and ensuring an enriching stay at the campus.	All Members	Committee inspected the accommodations offered to residents and ensured sound living accommodation. Committee recommended best infrastructure to HEI.
5	Ms. Amrita and Mr. S.B.L. Verma	Discussion regarding the arrangement of seating capacity, proper lighting and ventilation, Cleanliness of Floors	All Members	Committee ensured proper arrangement of accommodations supported by proper lighting, ventilation, cleanliness of the floor and reported to HEI. Committee asked hostel warden to ensure the concerning allied services.
6	Ms. Snehlata Verma	Review Regarding Smooth and timely Operation of the mess.	All Members	Committee asked hostel warden and mess Incharge for the smooth and consistent service as expected from the parties. Committee asked to mess Incharge to minimize delaying in the operation.
7	Mr. Mayank Singh	Regarding Verification of the quality of food, and its Service as per proposed menu by authorities.	All Members	Committee randomly visited mess and inspected menu served to the residents and reported to HEI. Committee asked to mess Incharge to ensure good quality of food as promised to serve.

## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

### Action Taken Report

Reference No.	Resolution	Action Taken
1.	Committee analysed and reviewed hostels norms and asked to warden for consistent monitoring of the norms. Warden was informed to report regularly to impose norms as deemed fit by concern authorities.	Warden periodically informed about the adherence of the rules and regulations as per the instructions of the committee.
2.	Committee asked to hostel warden to solve grievances within time. After deliberation and concurrence, committee proposed and recommended grievance redressal mechanism and procedure through which grievances of residents, if any, would be resolved.	There were no major incidences regarding grievances to be redressed.
3.	Committee randomly inspected issues related to mess Facilities, hygiene and housekeeping and report to HEI for appropriate action. Committee recommended best practices ensuring concerning issues.	Inspection regarding the mess seating area and sanitization was done time to time and has been found satisfactory.
4.	Committee inspected the accommodations offered to residents and ensured sound living accommodation. Committee recommended best infrastructure to HEI.	Periodic monitoring regarding the same has been found satisfactory
5.	Committee ensured proper arrangement of accommodations supported by proper lighting, ventilation, cleanliness of the floor and reported to HEI. Committee asked hostel warden to ensure the concerning allied services.	Satisfactory Ventilation, Lighting and Cleanliness of the rooms has been seen.



**LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES**

6.	Committee asked hostel warden and mess Incharge for the smooth and consistent service as expected from the parties. Committee asked to mess Incharge to minimize delaying in the operation.	Mess Incharge performed his duties with consistency and responsibility.
7.	Committee randomly visited mess and inspected menu served to the residents and reported to HEI. Committee asked to mess Incharge to ensure good quality of food as promised to serve.	No issues regarding food quality have been found.

(Coordinator)

**Hostel and Mess Committee**

Copy to:

- Principal Office
- Dean Academics
- Director, IQAC
- Concerned Departments
- Concerned Notice Boards



## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

Ref.: LPCPS/PRINCIPAL/19-20/12-13/.....

Date: 17/12/2019

### OFFICE ORDER

#### HOSTEL AND MESS COMMITTEE

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S. No.	Name	Post
1	Mr. Mayank Singh	Co-ordinator
1	Ms. Ankita Singh	Girls-Hostel Warden
2	Mr. S.B.L Verma	Boys-Hostel Warden
3	Mr. Ajay Gupta	Co-coordinator
4	Ms. Snehlata Verma	Incharge
6	Riya Shaw-B.com(H)	Student Representative

#### Responsibilities of Hostel and Mess Committee

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*Anil Singh*  
(Prof. Anil Singh)  
Principal  
Lucknow Public College of Professional Studies  
Lucknow, U.P.

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## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

Ref.: LPCPS/COMM/H&M/19-20/R/01

Date: 21 / 01 / 2020

### Meeting Notice

This is to inform you all that a meeting of Hostel and Mess committee is scheduled at 3 P.M. on 28<sup>th</sup> January, 2020 for the **academic session 2020-21** in Counselling Room of Lucknow Public College of Professional Studies.

#### Agenda items:

- Discussion on planning, execution and review of rules and regulations of Hostel regularly.
- Discussion on facilitating grievance redressal of students and communicates the same to the concerned authorities.
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(Coordinator)

**Hostel and Mess Committee**

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## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

Ref.: LPCPS/COMM/H&M/19-20/01/02

Date:28/01/2020

### Meeting Minutes

The meeting minutes of Hostel and Mess Committee convened on January 28<sup>th</sup>,2020 at 3:00... P.M for the **academic session 2020-2021** in Counselling Room of Lucknow Public College of Professional studies.

The following members of Hostel and Mess were present.

S. No.	Name	Post
1	Mr. Mayank Singh	Co-ordinator
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At the outset chairman welcomed all the members and informed the agenda items need to be discussed and resolved

Thereafter following agendas were discussed and resolved.

S. No	Raised by	Agenda	Responsibility	Resolution
1	Ms. Ankita Singh and Mr. S.B.L Verma	Discussions regarding the Planning, execution, and review of the rules and regulations of Hostel.	All Members	Committee reviewed hostels norms and asked to warden for consistent monitoring of the norms.
2	Ms. Ankita Singh and Mr. S.B.L Verma	Discussion regarding grievance Redressal of the students and communication of the same to the concerned authorities.	All Members	After deliberation and concurrence, committee proposed and recommended grievance redressal mechanism and procedure through which grievances of residents, if any, would be resolved.



## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

3	Ms. Ankita Singh and Mr. S.B.L Verma	Discussion regarding mess Facilities, hygiene and housekeeping issues.	All Members	Committee reviewed and randomly inspected issues related to mess Facilities, hygiene and housekeeping and report to HEI for appropriate action.
4	Ms. Ankita Singh and Mr. S.B.L Verma	Discussion Regarding the hostel infrastructure and ensuring an enriching stay at the campus.	All Members	Committee inspected the accommodations offered to residents and ensured sound living accommodations.
5	Ms. Ankita Singh and Mr. S.B.L Verma	Discussion regarding the arrangement of seating capacity, proper lighting and ventilation, Cleanliness of Floors	All Members	Committee ensured proper arrangement of accommodation supported by proper lighting, ventilation, cleanliness <sup>2</sup> of the floor and reported to HEI.
6	Ms. Ankita Singh and Mr. S.B.L Verma	Review Regarding Smooth and timely Operation of the mess.	All Members	Committee asked hostel warden and mess Incharge for the smooth and consistent service as expected from the parties.
7	Mr. Mayank Singh	Regarding Verification of the quality of food, and its Service as per proposed menu by authorities.	All Members	Committee randomly visited mess and inspected menu served to the residents and reported to HEI.



## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

### Action Taken Report

Reference No.	Resolution	Action Taken
1.	Committee reviewed hostels norms and asked to warden for consistent monitoring of the norms.	No Violation of rules and regulations found.
2.	After deliberation and concurrence, committee proposed and recommended grievance redressal mechanism and procedure through which grievances of residents, if any, would be resolved.	No major issues found in the concern area.
3.	Committee reviewed and randomly inspected issues related to mess Facilities, hygiene and housekeeping and report to HEI for appropriate action.	Inspection found in the concerned area was satisfactory.
4.	Committee inspected the accommodations offered to residents and ensured sound living accommodations.	Inspection found in the concerned area was satisfactory
5.	Committee ensured proper arrangement of accommodation supported by proper lighting, ventilation, cleanliness <sup>2</sup> of the floor and reported to HEI.	Inspection found positive results in the concerned area.



**LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES**

6.	Committee asked hostel warden and mess Incharge for the smooth and consistent service as expected from the parties.	Work was found satisfactory as per the requirement.
7.	Committee randomly visited mess and inspected menu served to the residents and reported to HEL.	Inspection found that menu served was up to the quality approved.

  
(Coordinator)

**Hostel and Mess Committee**

Copy to:

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**LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES**

Ref.: LPCPS/PRINCIPAL/18-19/12/18/.....


Date: 17/12/2018

**OFFICE ORDER**

**HOSTEL AND MESS COMMITTEE**

College is pleased to inform that following Hostel and Mess Committee for the **academic session 2019-20** has been constituted. Following faculties are hereby appointed for the representation of Hostel and Mess Committee.

S. No.	Name	Post
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6	Buddha Dhirwani-BCA	Student Representative

  
Lucknow Public College of Professional Studies  
(Prof. Anil Singh)

**Principal**

**Copy to:**

- Dean Academics
- Concerned Departments
- Hostel and Mess committee (Co-ordinator) and members
- Concerned Notice Boards



## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

Ref.: LPCPS/COMM/HR&M/18-19/01/01

Date: 24/01/2019

### Meeting Notice

This is to inform you all that a meeting of Hostel and Mess committee is scheduled at 3 P.M. on 28<sup>th</sup> January, 2019 for the **academic session 2019-20** in Counselling Room of Lucknow Public College of Professional Studies.

#### Agenda items:

- Discussion on planning, execution and review of rules and regulations of Hostel regularly.
- Discussion on facilitating grievance redressal of students and communicates the same to the concerned authorities.
- Discussion on keeping daily check on the hostel infrastructure, the housekeeping issues, mess facilities.
- Discussion on ensuring an enriching stay at the campus.
- Discussion on ensuring the arrangement of Seating capacity, proper lighting and ventilation, cleanliness of floors.
- Discussion on smooth and timely operation of the mess.
- Discussion on verification of the quality of food being served and assurance of the proposed menu by the authorities being followed and served to the students and staff.

(Coordinator)

**Hostel and Mess Committee**

#### Copy to:

- Principal Office
- Dean Academics
- Concerned Departments
- Concerned Notice Boards





## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

Ref.: LPCPS/COMM/H&M/18-19/...01/02

Date: 28/01/2019

### Meeting Minutes

The meeting minutes of Hostel and Mess Committee convened on January 28<sup>th</sup>, 2019 at 3:00... P.M for the **academic session ...2019-2020...** in Counselling room of Lucknow Public College of Professional studies.

The following members of Hostel and Mess were present.

S. No.	Name	Post
1	Dr. Mayank Singh	Co-ordinator
2	Ms Ankita Singh	Girls-Hostel Warden
3	Mr. S.B.L. Verma	Boys-Hostel Warden
4	Mr. Saurabh Srivastava	Co-Coordinator
5	Mr. Pan Singh	Incharge
6	Buddha Dhirwani-BCA	Student Representative

At the outset chairman welcomed all the members and informed the agenda items need to be discussed and resolved

Thereafter following agendas were discussed and resolved.

S. No	Raised by	Agenda	Responsibility	Resolution
1	Ms Ankita Singh and Mr. S.B.L. Verma	Discussions regarding the Planning, execution, and review of the rules and regulations of Hostel.	All Members	Committee reviewed hostels norms and asked to warden for consistent monitoring of the norms.
2	Ms Ankita Singh and Mr. S.B.L. Verma	Discussion regarding grievance Redressal of the students and communication of the same to the concerned authorities.	All Members	After deliberation and concurrence, committee proposed and recommended grievance redressal mechanism and procedure through which grievances of residents, if any, would be resolved.



## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

3	Ms Ankita Singh and Mr. S.B.L. Verma	Discussion regarding mess Facilities, hygiene and housekeeping issues.	All Members	Committee reviewed and randomly inspected issues related to mess Facilities, hygiene and housekeeping and report to HEI for appropriate action.
4	Ms Ankita Singh and Mr. S.B.L. Verma	Discussion Regarding the hostel infrastructure and ensuring an enriching stay at the campus.	All Members	Committee inspected the accommodation offered to residents and ensured sound living accommodation.
5	Ms Ankita Singh and Mr. S.B.L. Verma	Discussion regarding the arrangement of seating capacity, proper lighting and ventilation, Cleanliness of Floors	All Members	Committee ensured proper arrangement of accommodation supported by proper lighting, ventilation, cleanliness of the floor and reported to HEI.
6	Mr. Pan Singh	Review Regarding Smooth and timely Operation of the mess.	All Members	Committee asked hostel warden and mess Incharge for the smooth and consistent service as expected from the parties.
7	Dr. Mayank Singh	Regarding Verification of the quality of food, and its Service as per proposed menu by authorities.	All Members	Committee randomly visited mess and inspected menu served to the residents and reported to HEI.

### Action Taken Report

Reference No.	Resolution	Action Taken
1.	Committee analysed and reviewed hostels norms and asked to warden for consistent monitoring of the norms. Warden was informed to report regularly to impose norms as deemed fit by concern authorities.	The work of the warden regarding the agenda was found satisfactory.



**LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES**

2.	Committee asked to hostel warden to solve grievances within time. After deliberation and concurrence, committee proposed and recommended grievance redressal mechanism and procedure through which grievances of residents, if any, would be resolved.	There were no major incidences in the said matter.
3.	Committee randomly inspected issues related to mess Facilities, hygiene and housekeeping and report to HEI for appropriate action. Committee recommended best practices ensuring concerning issues.	Best Practices as per the standards was found to be followed.
4.	Committee inspected the accommodation offered to residents and ensured sound living accommodation. Committee recommended best infrastructure to HEI.	As per the recommendation best infrastructure was provided.
5.	Committee ensured proper arrangement of accommodation supported by proper lighting, ventilation, cleanliness of the floor and reported to HEI. Committee asked hostel warden to ensure the concerning allied services.	Care was taken regarding proper maintenance of ventilation, lighting and cleanliness.
6.	Committee asked hostel warden and mess Incharge for the smooth and consistent service as expected from the parties. Committee asked to mess Incharge to minimize delaying in the operation.	Smooth and consistent Service was Provided to the parties as per requirement.



**LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES**

7.	Committee randomly visited mess and inspected menu served to the residents and reported to HEI. Committee asked to mess Incharge to ensure good quality of food as promised to serve.	Report was found positive regarding the quality of food being served.
8.	Hostel warden and students suggested council for the appointment of guard-female at girls' hostel. After due deliberation, council recommended and forwarded to HEI for final approval for appointment of female guard at girls' hostel	As per recommendation a female guard was appointed in the girl's hostel.

  
(Coordinator)

**Hostel and Mess Committee**

Copy to:

- Principal Office
- Dean Academics
- Director, IQAC
- Concerned Departments
- Concerned Notice Boards



**LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES**

Ref.: LPCPS/PRINCIPAL/17-18/12701.....

Date: 16/12/2017

**OFFICE ORDER**

**HOSTEL AND MESS COMMITTEE**

College is pleased to inform that following Hostel Committee for the **academic session 2018-19** has been constituted. Following faculties are hereby appointed for the representation of Hostel and Mess Committee.

S. No.	Name of the Committee members	Post
1	Mr. Ajay Gupta	Co-ordinator
2	Ms. Aanchal Praveen	Girls-Hostel Warden
3	Dr. Nripendra Singh	Boys-Hostel Warden
4	Mr. Dheeraj Pandey	Member
5	Mr. Saurabh Srivastava	Member
6	Mr. Pan Singh	Incharge
7	Swadhika Mishra-BAJMC	Student Representative

Locknow Public College  
(Prof. Anil Singh)

**Principal**

**Copy to:**

- Dean Academics
- Concerned Departments
- Hostel and Mess committee (Co-ordinator) and members
- Concerned Notice Boards



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## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

Ref.: LPCPS/COMM/H&M/17-18/01/01

Date: 23/01/2018

### Meeting Notice

This is to inform you all that a meeting of Hostel and Mess committee is scheduled at 3 P.M. on 27<sup>th</sup> January, 2018 for the **academic session 2018-19** in Counselling Room of Lucknow Public College of Professional Studies.

#### Agenda items:

- Discussion on planning, execution and review of rules and regulations of Hostel regularly.
- Discussion on facilitating grievance redressal of students and communicates the same to the concerned authorities.
- Discussion on keeping daily check on the hostel infrastructure, the housekeeping issues, mess facilities.
- Discussion on ensuring an enriching stay at the campus.
- Discussion on ensuring the arrangement of Seating capacity, proper lighting and ventilation, cleanliness of floors.
- Discussion on smooth and timely operation of the mess.
- Discussion on verification of the quality of food being served and assurance of the proposed menu by the authorities being followed and served to the students and staff.
- Discussion on appointment of female guard for girl's hostel.

(Coordinator)

Hostel and Mess Committee

#### Copy to:

- Principal Office
- Dean Academics
- Concerned Departments
- Concerned Notice Boards



## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

Ref.: LPCPS/COMM/H&M/17-18/02

Date: 27/01/2018

### Meeting Minutes

The meeting minutes of Hostel and Mess Committee convened on January 27<sup>th</sup>, 2018 .at 3:00... P.M for the **academic session ...2018-19...** in Counselling room of Lucknow Public College of Professional studies.

The following members of Hostel and Mess Committee were present.

S. No.	Name	Post
1	Mr. Ajay Gupta	Co-ordinator
2	Ms. Aanchal Praveen	Girls-Hostel Warden
3	Dr. Nripendra Singh	Boys-Hostel Warden
4	Mr. Rajesh Singh	Member
5	Mr. Dheeraj Pandey	Member
6	Mr. Saurabh Srivastava	Co-Coordinator
7	Mr. Pan Singh	Incharge
8	Swadhika Mishra-BAJMC	Student Representative

At the outset chairman welcomed all the members and informed the agenda items need to be discussed and resolved.

Thereafter following agendas were discussed and resolved.

S. No	Raised by	Agenda	Responsibility	Resolution
1	Ms. Aanchal Praveen and Dr. Nripendra Singh	Discussions regarding the Planning, execution, and review of the rules and regulations of Hostel.	All Members	Committee analysed and reviewed hostels norms and asked to warden for consistent monitoring of the norms. Warden was informed to report regularly to impose norms as deemed fit by concern authorities.
2	Ms. Aanchal Praveen and Dr.	Discussion regarding grievance	All Members	Committee asked to hostel warden to solve grievances within time. After



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## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

	Nripendra Singh	Redressal of the students and communication of the same to the concerned authorities.		deliberation and concurrence, committee proposed and recommended grievance redressal mechanism and procedure through which grievances of residents, if any, would be resolved.
3	Ms. Aanchal Praveen and Dr. Nripendra Singh	Discussion regarding mess Facilities, hygiene and housekeeping issues.	All Members	Committee randomly inspected issues related to mess Facilities, hygiene and housekeeping and report to HEI for appropriate action. Committee recommended best practices ensuring concerning issues.
4	Ms. Aanchal Praveen and Dr. Nripendra Singh	Discussion Regarding the hostel infrastructure and ensuring an enriching stay at the campus.	All Members	Committee inspected the accommodation offered to residents and ensured sound living accommodation. Committee recommended best infrastructure to HEI.
5	Ms. Aanchal Praveen and Dr. Nripendra Singh	Discussion regarding the arrangement of seating capacity, proper lighting and ventilation, Cleanliness of Floors	All Members	Committee ensured proper arrangement of accommodation supported by proper lighting, ventilation, cleanliness of the floor and reported to HEI. Committee asked hostel warden to ensure the concerning allied services.
6	Mr. Pan Singh	Review Regarding Smooth and timely Operation of the mess.	All Members	Committee asked hostel warden and mess Incharge for the smooth and consistent service as expected from the parties. Committee asked to mess Incharge to minimize delaying in the operation.
7	Mr. Ajay Gupta	Regarding Verification of the quality of food, and its Service as per proposed menu by authorities.	All Members	Committee randomly visited mess and inspected menu served to the residents and reported to HEI. Committee asked to mess Incharge to ensure good quality of food as promised to serve.





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## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

8	Mr. Rajesh Singh	Discussion on appointment of guard-female at girl's hostel	All Members	Hostel warden and students suggested council for the appointment of guard-female at girls' hostel. After due deliberation, council recommended and forwarded to HEI for final approval for appointment of female guard at girls' hostel
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## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

### ACTION TAKEN REPORT

Reference No.	Resolution	Action Taken
1.	Committee reviewed hostels norms and asked to warden for consistent monitoring of the norms.	Monitoring of the hostel rules and regulation by the warden was satisfactory.
2.	After deliberation and concurrence, committee proposed and recommended grievance redressal mechanism and procedure through which grievances of residents, if any, would be resolved.	There were no major incidences which needed to be redressed.
3.	Committee reviewed and randomly inspected issues related to mess Facilities, hygiene and housekeeping and report to HEI for appropriate action.	Periodic inspection of the mess was satisfactory in relation to hygiene and housekeeping.
4.	Committee inspected the accommodation offered to residents and ensured sound living accommodation	Periodic inspection of the hostel accommodation was found satisfactory by the committee.
5.	Committee ensured proper arrangement of accommodation supported by proper lighting, ventilation, cleanliness of the floor and reported to HEI.	In Inspection the work of maintenance staff, Incharge and warden was up to the set standards.
6.	Committee asked hostel warden and mess Incharge for the smooth and consistent service as expected from the parties.	Performance of the Warden and Mess Incharge was appraised time to time by the concerned authorities.
7.	Committee randomly visited mess and inspected menu served to the residents and reported to HEI.	The mess menu was found to be followed as per instruction of the authorities.

  
(Coordinator)

**Hostel and Mess Committee**



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- Concerned Departments
- Concerned Notice Boards



## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

Ref.: LPCPS/PRINCIPAL/16-17/...12...01....

Date: 16/12/2016

### OFFICE ORDER

### HOSTEL AND MESS COMMITTEE

College is pleased to inform that following Hostel and Mess Committee for the **academic session 2017-18** has been constituted. Following faculties are hereby appointed for the representation of Hostel and Mess Committee.

S. No.	Name of the Committee members	Post
1	Mr. Ajay Gupta	Co-ordinator
2	Ms Ankita Singh	Girls-Hostel Warden
3	Mr. S.B.L. Verma	Boys-Hostel Warden
4	Mr. Saurabh Srivastava	Co-coordinator
5	Mr. Pan Singh	Incharge
6	Drishti Sharma- BBA	Student Representative

  
(Prof. Anil Singh)  
Principal

#### Copy to:

- Dean Academics
- Concerned Departments
- Hostel and Mess committee (Co-ordinator) and members
- Concerned Notice Boards



## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

Ref.: LPCPS/COMM/H&M/16-17/01/01


Date: 24/01/2017

### Meeting Notice

This is to inform you all that a meeting of Hostel and Mess committee is scheduled at 3 P.M. on 28<sup>th</sup> January, 2017 for the academic session 2017-18 in Counselling Room of Lucknow Public College of Professional studies.

#### Agenda items:

- Discussion on planning, execution and review of rules and regulations of Hostel regularly.
- Discussion on facilitating grievance redressal of students and communicates the same to the concerned authorities.
- Discussion on keeping daily check on the hostel infrastructure, the housekeeping issues, mess facilities.
- Discussion on ensuring an enriching stay at the campus.
- Discussion on ensuring the arrangement of Seating capacity, proper lighting and ventilation, cleanliness of floors.
- Discussion on smooth and timely operation of the mess.
- Discussion on verification of the quality of food being served and assurance of the proposed menu by the authorities being followed and served to the students and staff.

  
(Coordinator)  
Hostel and Mess Committee

#### Copy to:

- Principal Office
- Dean Academics
- Concerned Departments
- Concerned Notice Boards



## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

Ref.: LPCPS/COMM/H&M/16-17/01/02

Date:28/01/2017

### Meeting Minutes

The meeting minutes of Hostel and Mess Committee convened on January 28<sup>th</sup> Jan, 2017 at 3:00... P.M for the **academic session 2017-18** in Counselling Room of Lucknow Public College of Professional studies.

The following members of Hostel and Mess were present.

S. No.	Name	Post
1	Mr. Ajay Gupta	Coordinator
2	Ms Ankita Singh	Girls-Hostel Warden
3	Mr. S.B.L. Verma	Boys-Hostel Warden
4	Mr. Saurabh Srivastava	Co-Coordinator
5	Mr. Pan Singh	Incharge
6	Drishti Sharma- BBA	Student Representative

At the outset chairman welcomed all the members and informed the agenda items need to be discussed and resolved.

Thereafter following agendas were discussed and resolved.

S. No	Raised by	Agenda	Responsibility	Resolution
1	Ms Ankita Singh and Mr. S.B.L. Verma	Review of the rules and regulations of Hostel.	All Members	Committee reviewed hostels norms and asked to warden for consistent monitoring of the norms.
2	Ms Ankita Singh and Mr. S.B.L. Verma	Discussion regarding grievance Redressal of the students and communication of the same to the concerned authorities	All Members	After deliberation and concurrence, committee proposed and recommended grievance redressal mechanism and procedure through which grievances of residents, if any, would be resolved.



**LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES**

3	Ms Ankita Singh and Mr. S.B.L. Verma	Discussion regarding mess Facilities, hygiene and housekeeping issues.	All Members	Committee reviewed and randomly inspected issues related to mess Facilities, hygiene and housekeeping and report to HEI for appropriate action.
4	Ms Ankita Singh and Mr. S.B.L. Verma	Discussion Regarding the hostel infrastructure and ensuring an enriching stay at the campus.	All Members	Committee inspected the accommodation offered to residents and ensured sound living accommodation.
5	Ms Ankita Singh and Mr. S.B.L. Verma	Discussion regarding the arrangement of seating capacity, proper lighting and ventilation, Cleanliness of Floors	All Members	Committee ensured proper arrangement of accommodation supported by proper lighting, ventilation, cleanliness of the floor and reported to HEI.
6	Mr. Pan Singh	Review Regarding Smooth and timely Operation of the mess.	All Members	Committee asked hostel warden and mess Incharge for the smooth and consistent service as expected from the parties.
7	Mr. Ajay Gupta	Regarding Verification of the quality of food, and its Service as per proposed menu by authorities.	All Members	Committee randomly visited mess and inspected menu served to the residents and reported to HEI.

**Action Taken Report**

Reference no	Resolution	Action Taken
1.	Committee analysed and reviewed hostels norms and asked to warden for consistent monitoring of the norms. Warden was informed to report regularly to impose norms as deemed fit by concern authorities.	Work Performed by the hostel warden was satisfactory in accordance with the rules and regulations of the hostel and mess committee.



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## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

2.	Committee asked to hostel warden to solve grievances within time. After deliberation and concurrence, committee proposed and recommended grievance redressal mechanism and procedure through which grievances of residents, if any, would be resolved.	There were no major grievances found which needed immediate redressal.
3.	Committee randomly inspected issues related to mess Facilities, hygiene and housekeeping and report to HEI for appropriate action. Committee recommended best practices ensuring concerning issues.	Inspection of the mess was done periodically and was satisfactory.
4.	Committee inspected the accommodation offered to residents and ensured sound living accommodation. Committee recommended best infrastructure to HEI.	Inspection of the hostel rooms were done periodically and the maintenance took proper care of any repair and construction work from time to time.
5.	Committee ensured proper arrangement of accommodation supported by proper lighting, ventilation, cleanliness of the floor and reported to HEI. Committee asked hostel warden to ensure the concerning allied services.	Warden and maintenance people looked after the hygiene and cleanliness on daily basis.
6.	Committee asked hostel warden and mess Incharge for the smooth and consistent service as expected from the parties. Committee asked to mess Incharge to minimize delaying in the operation.	Mess Incharge took care that the menu approved by the concerned authorities was served with proper quality and hygiene.





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(Coordinator)

**Hostel and Mess Committee**

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**LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES**

Ref.: LPCPS/PRINCIPAL/15-16/12-101.....

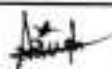
Date: 16/12/2015

**OFFICE ORDER**

**HOSTEL AND MESS COMMITTEE**

College is pleased to inform that following Hostel and Mess Committee for the **academic session 2016-17** has been constituted. Following faculties are hereby appointed for the representation of Hostel and Mess Committee.

S. No.	Name of the Committee members	Post
1	Mr. Ajay Gupta	Co-ordinator
2	Ms. Indarni Chakrawarti	Girls-Hostel Warden
3	Mr. Nitin Kumar Sharma	Boys-Hostel Warden
4	Mr. Dheeraj Pandey	Member
5	Mr. Saurabh Srivastava	Co-coordinator
6	Mr. Pan Singh	Incharge
7	Shalini Chakrawarti -BBA	Student Representative

  
(Prof. Anil Singh)  
Principal

**Copy to:**

1. Dean Academics
2. Concerned Departments
3. Hostel and Mess committee (Co-ordinator) and members
4. Concerned Notice Boards



## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

Ref.: LPCPS/COMM/H&M/15-16/01/01


Date: 27 /01/2016

### Meeting Notice

This is to inform you all that a meeting of Hostel and Mess committee is scheduled at 3 P.M. on 29<sup>th</sup> January, 2016 for the **academic session 2016-17** in Counselling Room of Lucknow Public College of Professional Studies.

#### Agenda Items:

- Discussion on planning, execution and review of rules and regulations of Hostel regularly.
- Discussion on facilitating grievance redressal of students and communicates the same to the concerned authorities.
- Discussion on keeping daily check on the hostel infrastructure, the housekeeping issues, mess facilities.
- Discussion on ensuring an enriching stay at the campus.
- Discussion on ensuring the arrangement of Seating capacity, proper lighting and ventilation, cleanliness of floors.
- Discussion on smooth and timely operation of the mess.
- Discussion on verification of the quality of food being served and assurance of the proposed menu by the authorities being followed and served to the students and staff.

  
(Coordinator)

Hostel and Mess Committee

Copy to:

- Principal Office
- Dean Academics
- Concerned Departments
- Concerned Notice Boards



**LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES**

Ref.: LPCPS/COMM/H&M/15-16/01/02

Date:29/01/2016

**Meeting Minutes**

The meeting minutes of Hostel and Mess Committee convened on January 29<sup>th</sup> 2016 .at 3:00 P.M for the **academic session 2016-2017** in Counselling Room of Lucknow Public College of Professional studies.

S. No.	Name of the Committee members	Post
1	Mr. Ajay Gupta	Coordinator
2	Ms. Indarni Chakrawarti	Girls-Hostel Warden
3	Mr. Nitin Kumar Sharma	Boys-Hostel Warden
4	Mr. Dheeraj Pandey	Member
5	Mr. Saurabh Srivastava	Co-Coordinator
6	Mr. Pan Singh	Incharge
7	Shalini Chakrawarti -BBA	Student Representative

At the outset chairman welcomed all the members and informed the agenda items need to be discussed and resolved.

Thereafter following agendas were discussed and resolved.

S. No	Raised by	Agenda	Responsibility	Resolution
1	Ms. Indarni Chakrawarti and Mr. Nitin Kumar Sharma	Discussions regarding the Planning, execution, and review of the rules and regulations of Hostel.	All Members	Committee analysed and reviewed hostels norms and asked to warden for consistent monitoring of the norms. Warden was informed to report regularly to impose norms as deemed fit by concern authorities.



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## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

2	Ms. Indarni Chakrawarti and Mr. Nitin Kumar Sharma	Discussion regarding grievance Redressal of the students and communication of the same to the concerned authorities.	All Members	Committee asked to hostel warden to solve grievances within time. After deliberation and concurrence, committee proposed and recommended grievance redressal mechanism and procedure through which grievances of residents, if any, would be resolved.
3	Ms. Indarni Chakrawarti and Mr. Nitin Kumar Sharma	Discussion regarding mess Facilities, hygiene and housekeeping issues.	All Members	Committee randomly inspected issues related to mess Facilities, hygiene and housekeeping and report to HEI for appropriate action. Committee recommended best practices ensuring concerning issues.
4	Ms. Indarni Chakrawarti and Mr. Nitin Kumar Sharma	Discussion Regarding the hostel infrastructure and ensuring an enriching stay at the campus.	All Members	Committee inspected the accommodation offered to residents and ensured sound living accommodation. Committee recommended best infrastructure to HEI.
5	Ms. Indarni Chakrawarti and Mr. Nitin Kumar Sharma	Discussion regarding the arrangement of seating capacity, proper lighting and ventilation, Cleanliness of Floors	All Members	Committee ensured proper arrangement of accommodation supported by proper lighting, ventilation, cleanliness of the floor and reported to HEI. Committee asked hostel warden to ensure the concerning allied services.
6	Mr. Pan Singh	Review Regarding Smooth and timely Operation of the mess.	All Members	Committee asked hostel warden and mess Incharge for the smooth and consistent service as expected from the parties. Committee asked to mess Incharge to minimize delaying in the operation.
7	Mr. Ajay Gupta	Regarding Verification of the quality of food, and its Service as per proposed menu by authorities.	All Members	Committee randomly visited mess and inspected menu served to the residents and reported to HEI. Committee asked to mess Incharge to ensure good quality of food as promised to serve.



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## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

(Coordinator)

**Hostel and Mess Committee**

Copy to:

- Principal Office
- Dean Academics
- Concerned Departments
- Concerned Notice Boards