



QUALITY CIRCLE (2016 - 17)
FOR BOYS HOSTEL

DUTIES & RESPONSIBILITIES

1. Look into any complaints on maintenance of Hostels.
2. Monitoring the activities of the Hostel Students in the Hostel premises.
3. Maintenance of cleanliness in the hostel.
4. Maintenance of common facilities in the hostel.
5. To interact with students on a regular basis for any problems in the hostel premises.

Members:

| Name | Designation And Dept. | Designation |
|---------------------|------------------------------|--------------------|
| Dr. Peter Fernandes | Principal | Chairperson |
| Mr. Rakesh Shetty | Administrative Officer | Member |
| Mr. Harsha | Student Welfare Officer | Member Convener |
| Mr. Raghu Shetty | Warden (Boys Hostel) | Member |
| Mr. Pandarinath | Warden (Boys Hostel) | Member |
| Mr. Dinesh | Warden (Boys Hostel) | Member |
| Mr. Ullas Ameen | Warden (Boys Hostel) | Member |
| Mr. Manohar | 4AL14EC052 | Student Member |
| Mr. Sunny Shetty | 4AL14CS082 | Student Member |
| Mr. Prathap | 4AL14ME071 | Student Member |
| Mr. Hajaresab | 4AL14CV033 | Student Member |
| Mr. Mahalinga | 4AL15ME047 | Student Member |
| Mr. Iranna | 4AL16CV407 | Student Member |
| Mr. Pavan | 4AL15ME064 | Student Member |
| Mr. Dinesh | 4AL15EC021 | Student Member |
| Mr. Ullas V | 4AL13EC103 | Student Member |
| Mr. Shree Hari | 4AL13ME114 | Student Member |


Principal

DATE: 21-10-2016

TIME: 5.00 PM

LOCATION: Class Room 101

Meeting Organized by: Principal

Minute taker: Harsha (swo)

Type of Meeting: Hostel and mess

ATTENDEES:

Principal

Administrative officer

SWO/Supervisor/Warden/Cook

Quality Circle members

Key Discussion:

Formation of Quality Circle for the academic year.

Roles and responsibilities of the Quality Circle Members.

Discussion on Hostel Cleanliness and Mess Facilities.

Student Report:

- Request for buttermilk in the afternoon.
- Request for chicken kabab instead of chicken gravy.
- Request for bajji/bonda on Saturdays.
- Watery sambar is served in the afternoon.
- Request to serve buns for breakfast.
- Afternoon playa taste has to be changed.
- Breakfast Pulav tastes bad.
- Request to prepare new menu for mess.
- Request to provide 3 pieces chicken for dinner.

Warden Report:

- Students are found in the corridors during silent hours instead of their respective rooms.
- Rush occurs in the morning and evening due to students coming late.
- Students enter hostel after 7 Pm.
- Students go home without permission.
- Hostel mess timings are not maintained.

Corrective Measures:

- Supervisors/cooks are informed to serve hot food.
- Quality Circle members are requested to Form new menu, Effective from 1-11-16.
- Mess Supervisor will check the quality and taste before serving the food.
- Students are informed to follow the hostel rules and regulation.
- Mess will close at 8.45Pm.

The principal thanked all. The next formal meeting will be held in next semester.


PRINCIPAL
Jyoti's Institute of Engg. & Technology,
Alijer, MOODBIDRI - 574 215, D.K.

DATE: 24-03-2017

TIME: 5.00 PM

LOCATION: Class Room 101

Meeting Organized by: Principal

Minute taker: Harsha (swo)

Type of Meeting: Hostel and mess

ATTENDEES:

Principal

Administrative officer

SWO/Supervisor/Warden/Cook

Quality Circle members

Key Discussion:

Formation of Quality Circle for the academic year.

Roles and responsibilities of the Quality Circle Members.

Discussion on Hostel Cleanliness and Mess Facilities.

Student Report:

- Request to provide evening snacks.
- Change sambar from the dinner menu.
- Milk consistency is watery.
- Request to provide curd for dinner.
- Request to provide set dose for breakfast.
- Request to provide 3 chapati for dinner.
- Request to provide chicken chilly instead of chicken gravy.

Warden Report:

- Students request for additional chapatti for dinner.
- Going home without permission.
- Students should be in the hostel before 7.00pm.
- Hostel mess timing should be maintained.
- Hostel mess timing should be maintained.
- Every quality member is suggested to monitor the overall discipline of the hostel and hygienic environment.

Corrective Measures:

- Supervisors/cooks are informed to serve quality food.
- Quality Circle members are requested to Form new menu, Effective from 01-04-2017
- Mess Supervisor will check the quality and taste before serving the food.
- Students are informed to follow the hostel rules and regulation.
- Mess will close at 8.45 Pm.

The principal thanked all. The next formal meeting will be held in next semester.



PRINCIPAL

Alva's Institute of Engg. & Technology
W. Nagar, MOODESIDRA - 574 225, B.M