



QUALITY CIRCLE (2017 - 18)
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. Kuldeep	Student Welfare Officer	Member Convener
Mr. Deekshith	Warden (Boys Hostel)	Member
Mr. Mubarak	Warden (Boys Hostel)	Member
Mr. Dinesh	Warden (Boys Hostel)	Member
Mr. Manjunath	Warden (Boys Hostel)	Member
Mr. Manohar	4AL14EC052	Student Member
Mr. Rajashekar	4AL15CV409	Student Member
Mr. Siddappa	4AL15ME416	Student Member
Mr. Shree Guru	4AL14CV090	Student Member
Mr. Yogendra	4AL14ME429	Student Member
Mr. Sunny Shetty	4AL14CS080	Student Member
Mr. Rahul	4AL15EC067	Student Member
Mr. Ragavendra	4AL15CV073	Student Member
Mr. Prathap S	4AL14ME071	Student Member
Mr. Darshan M S	4AL13ME003	Student Member


Principal

DATE: Friday, Oct 13th, 2017

TIME: 5.00 PM

LOCATION: Class Room 101

Meeting Organized by: Principal

Minute taker: Kuldeep(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 tomato rice on Mondays.
- Request for potato Bajji with Puri on Tuesdays.
- Request for fried rice or Jeera rice on Wednesdays.
- Request for Egg Bonda for snacks on Thursdays
- Replace Gulab Jamun with Fruit Salad or Gobi Manchurian on Mondays.
- Rasam which is served for afternoon lunch is tasteless.
- Request to prepare different variety of dhal.
- Sambar is not tasty.
- Request to serve Jeera Rice with Gravy.

Warden Report:

- Outing timings should be maintained.
- Prior permission has to be taken to attend labs after class.
- Students extending leave due to medical reason should inform the concerned HOD and SWO or the Wardens.
- Students should go through the notice board daily.
- Students who go outside the hostel have to enter the details in Outing Register.
- Wifi shouldn't be misused.

Corrective Measures:

- Cooks are advised to check for the quality of the food that is served.
- New menu will be introduced.
- Quality circle members are requested to keep a track on the quality and taste of the food that is served.
- Hostel cook shall report to the supervisor immediately if any problem arises.
- Wardens will keep a check on the Students who enter hostel after 7PM.

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



PRINCIPAL
Chen's Institute of Engg. & Technology,
Office, MOODBIDRI - 574 225, D.K

DATE: 26th March 2018

TIME: 5.00 PM

LOCATION: Class Room 101

Meeting Organized by: Principal

Minute taker: Kuldeep (SWO)

Type of Meeting: Hostel and mess

ATTENDEES:

Principal

Finance officer

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:

- Rice is over cooked
- The consistency of tea and coffee is watery
- Request to provide veg on all the days
- Request to reduce masala in rasam
- Request to cancel upma.
- Request to provide hot water throughout the day
- Request to maintain water filter.

- Sambar is not tasty.
- Request to serve Jeera Rice with Gravy.

Warden Report:

- Prior permission has to be taken to attend labs after class.
- Students extending leave due to medical reason should inform the concerned HOD and SWO or the Wardens.
- Wifi shouldn't be misused.
- Outing timings should be maintained.
- Students who go outside the hostel have to enter the details in Outing Register.
- Students should go through the notice board daily.

Corrective Measures:

- Cooks are advised to check for the quality of the food that is served.
- New menu will be introduced.
- Quality circle members are requested to keep a track on the quality and taste of the food that is served.
- Water filter maintained every month
- Hot water will be provided in the morning from 6am to 8.45am

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


PRINCIPAL
 Jyoti's Institute of Engg. & Technology,
 Bijar, NIOGGHIDRI - 514 225, D.N