



**QUALITY CIRCLE (2018 - 19)**  
**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:**

<b>Name</b>	<b>Designation And Dept.</b>	<b>Designation</b>
Dr. Peter Fernandes	Principal	Chairperson
Mr. Nikhil Alva	Administrative Officer	Member
Mr. Prakyath	Student Welfare Officer	Member Convener
Mr. Deekshith	Warden (Boys Hostel)	Member
Mr. Kuldeep	Warden (Boys Hostel)	Member
Mr. Rajesh	Warden (Boys Hostel)	Member
Mr. Santhosh	Warden (Boys Hostel)	Member
Mr. Pavan	4AL15ME064	Student Member
Mr. Dinesh	4AL15EC021	Student Member
Mr. Changappa	4AL16ME427	Student Member
Mr. Chandan	4AL15ME711	Student Member
Mr. Roshan	4AL15ME073	Student Member
Mr. Santhosh	4AL15CV108	Student Member
Mr. Shreekanth	4AL15CV098	Student Member
Mr. Adithya Shetty	4AL15IS004	Student Member
Mr. Prasanna	4AL15ME723	Student Member
Mr. Pradeep	4AL15EC061	Student Member

  
Principal

DATE: Thursday, Sep 27<sup>th</sup>, 2018

TIME: 5.00 PM

LOCATION: Class Room 101

Meeting Organized by: Principal

Minute taker: Prakyath (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:**

- Food is cooked early.
- Idli Vada not soft.
- Excess oil in poori and watery baajl.
- Request to provide hot water twice a day.
- Request to dust windows, and to clean rooms and bathrooms daily.
- Drinking water problem.
- Request to change the current menu.
- Chicken hard to chew.

**Warden Report:**

- Every quality member is suggested to monitor the overall discipline of the hostel and hygienic environment.
- No usage of mobile phone during study hours.
- Rush occurs in the morning due to students coming late for breakfast.
- Water Leakage in room and Hostel Stairs.
- Hostel mess timing should be maintained.

**Corrective Measures:**

- Hostel Cook will report to the hostel at 6 AM.
- Mess Supervisor will check the quality and taste before serving the food.
- Room and Bathroom will be moped and swept twice a day.
- Water filter will be maintained every month.
- Water Filters will be well maintained.
- Quality Circle members are requested to Form new menu

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



**PRINCIPAL**

**Arav's Institute of Engg. & Technology,  
Bijapur, MOODBIDRI - 574 225, D.K**

**MINUTES OF MEETING**  
**QUALITY CIRCLE MEETING – Boys Hostel**

**DATE:** April 27<sup>th</sup>, 2019

**TIME:** 5.00 PM

**VENUE:** Class Room 101

**Meeting Organized by:** Principal

**Minute taker:** Prakyath Shetty

**Type of Meeting:** Hostel and mess

**ATTENDEES:**

Principal

Finance officer

Administrative officer

SWO/Supervisor/Warden/Cook

Quality Circle members

**Key Discussion:**

**Roles and responsibilities of the Quality Circle Members.**

**Discussion on Hostel Cleanliness and Mess Facilities.**

**Student Report:**

- Rice is not cooked properly.
- The consistency of milk and curds is watery.
- The food is spicy.
- Request for Hot water supply in the night.
- Request for variety dishes.
- Night rasam is served every day.
- Replace Chicken Chilly with Kebab
- The rooms are not moped every day.

### **Warden Report:**

- Hostel mess timing should be maintained.
- Every quality member is suggested to monitor the overall discipline of the hostel and hygienic environment.
- Students enter hostel after 7:00 Pm.
- Late night birthday celebrations by disturbing the nearby rooms.
- Food is carried to the rooms for dinner which is not allowed.

### **Corrective Measures:**

- Quality Circle members are requested to Form new menu
- Hostel Cook will report to the hostel at 6 AM.
- Mess Supervisor will check the quality and taste before serving the food.
- No late night birthday celebrations.
- Students should report to the hostel by 7:00 Pm

The principal thanked all. The next formal meeting will be held on the same date next month.

  
PRINCIPAL  
Alva's Institute of Engg. & Technology,  
Majur, MOORBI - 374 225, D.K.