



# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

Shobhavana Campus, Mijar, Moodbidri, D.K - 574225

Phone: 08258-262725, Fax: 08258-262726

## QUALITY CIRCLE (2019-2020)

### BOYS HOSTEL

#### DUTIES & RESPONSIBILITIES

1. Look into complaints on maintenance of hostel
2. Monitoring activities of 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:

SL NO	Name	Designation And Dept	Designation
1	Dr. Peter Fernandes	Principal	Chairperson
2	Mr. Nikhil Alva	Administrative Officer	Member
3	Mr. Rajesh	Finance Officer Hostel Dept	Member
4	Mr. Prakyath Shetty N	Student Welfare Officer	Member Convener
5	Mr. Lathish	Student Welfare Officer	Member
6	Mr. Sunil	Mess/Housekeeping Supervisor	Member
7	Mr. Ravichandra Naik	Mess/Housekeeping Supervisor	Member
8	Mr. M RAVICHANDRA	1 <sup>st</sup> CSE	Student Member
9	Mr. BASANA GOUDA	4AL18CV011	Student Member
10	Mr. ATHULRAJ K	1 <sup>st</sup> CSE	Student Member
11	Mr. TUSHIT SHUKLA	4AL18CS093	Student Member
12	Mr. DUSHYANTH	1 <sup>st</sup> CV	Student Member
13	Mr. GANESH SHETTY	1 <sup>st</sup> CSE	Student Member
14	Mr. VIJAY KUMAR S	4AL 18MBA88	Student Member
15	Mr. ABHISHEK N	4AL 18CV002	Student Member
16	Mr. ABHISHEK S	4AL 18EC003	Student Member
17	Mr. VARUN S KATTI	1 <sup>st</sup> MBA	Student Member
18	Mr. ACHARYA VISHWAS	4AL 16CS002	Student Member
19	Mr. SATISH B R	4AL 16CV084	Student Member
20	Mr. ROSHAN	4AL16CV061	Student Member
21	Mr. RACHITH	4AL17ME410	Student Member
22	Mr. ALBIN FRANCIS	4AL16CS008	Student Member
23	Mr. ADITYA RATHODE	4AL 17ME005	Student Member
24	Mr. NAGASUNDAR	4AL 16ME035	Student Member
25	Mr. ASHRITH	4AL 15ME020	Student Member

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

## MINUTES OF MEETING

QUALITY CIRCLE MEETING – Boys Hostel

DATE: Sept 9<sup>th</sup>, 2019

TIME: 5.00 PM

LOCATION: Class Room 101

Meeting Organized by: Principal

Minute taker: Lathish Kulal

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.