



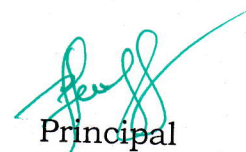
QUALITY CIRCLE (2020 -21)
FOR BOYS HOSTEL

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. Taking decision on menu for morning breakfast, lunch and dinner in the hostel to provide good food for students in the hostel.
5. Maintenance of common facilities in the hostel.
6. 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. Nikhil Alva	Administrative Officer	Member
Mr. Rajesh	Hostel FO	Member
Mr. Lathish	Student Welfare Officer	Member Convener
Mr. Deekshith	Warden (Boys Hostel)	Member
Mr. Santhosh	Warden (Boys Hostel)	Member
Mr. Haleesh	Warden (Boys Hostel)	Member
Mr. Prabakar	Warden (Boys Hostel)	Member
Shreyas H	4AL19CS089	Student Member
Vinay C T	4AL19CS107	Student Member
Prasanth Reddy	4AL17IS035	Student Member
Sathvik Shetty	4AL17CS089	Student Member
Ifthikar	4AL18CV402	Student Member
Varun Katti	4AL18MBA19	Student Member
Mohith Gowda	4AL16CV049	Student Member
Rajkumar	4AL17CV058	Student Member
Tushit Shukla	4AL18CS093	Student Member
Raghavendra	4AL17ME025	Student Member


Principal

MINUTES OF MEETING
Quality circle meeting boys hostel

DATE: DEC 8th, 2020

TIME: 04.30 PM
LOCATION: Class Room 103

Meeting Organized by: Uday Hostel Manager
Type of Meeting: Hostel and mess

Minute taker: Prakyath Shetty

ATTENDEES:

Principal
Finance officer
SWO's/ Hostel Manager
Supervisor/Warden
Quality Circle members

Key Discussion:

Roles and responsibilities of the Quality Circle Members.
Discussion on Hostel Cleanliness and Mess Facilities.

Student Report:

- Request for variety dishes
- Rooms were not moped everyday
- Chapathi is hard and not baked properly
- Requested for new food menu
- Milk getting shortage everyday

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' complaints should be registered in the complaint book

Corrective Measures:

- Quality Circle members are requested to Form new menu
- Mess Supervisor will check the quality and taste before serving the food.
- Students' complaints should be registered in the complaint book

The principal thanked all.

