

SAGE UNIVERSITY, Indore

Notice

Ref: SUI/RO/Circular/Hostel committee/24-25/22

Date: 30/07/2024

Subject: Girl's Hostel Committee

The undersigned is pleased to constitute the Hostel Committee for the academic year 2024-25. This committee is tasked with the comprehensive management of hostel facilities, including monitoring the quality of mess food, overseeing student attendance, and ensuring the upkeep and maintenance of hostel infrastructure and amenities.

Sr. No.	Name of person	Designation	Role
1	Prof. Kalpana Dongre	Chief Warden	Chairman
2	Prof. Rekha Birla	Warden	Member
3	Prof. Lekha Jha	Warden	Member
4	Mrs. Anita Yadav	Hostel In charge	Member
5	Mrs. Ramu Bai Masar	Caretaker	Member
6	Mrs. Radha Masar	Caretaker	Member
7	Kanika Soni	Prefect (B.Sc.)	Student Member
8	Satakshi	Asst. Prefect (BCA)	Student Member
9	Soumya Agrawal	BBA	Student Member
10	Kanchi Jain	B.Des	Student Member
11	Aarushi Patel	B.com	Student Member
12	Bandi Madhurima	B.Sc.	Student Member
13	Mehreen Hussain	JMC	Student Member
14	Namami Tiwari	B.Tech- CSE	Student Member
15	Anisha Nigam	B.Tech- CSE	Student Member
16	Jiya Jain	BCA	Student Member
17	Chhaya Rajpoot	BCA	Student Member
18	Arpita Namdev	B.Tech- CSE	Student Member
19	Megha Rani	BBA	Student Member
20	Divya Chouhan	B.Pharma	Student Member

- **Purpose:** The committee is established to oversee and ensure the effective management of hostel facilities, maintain high standards of hygiene, and monitor essential services and student activities within the hostel.
- **Responsibilities:**
 - **Mess Food Quality:** Monitor and evaluate the quality of food served in the hostel mess and address any issues related to food preparation and hygiene.
 - **Routine Attendance:** Oversee and maintain records of student attendance in the hostel.
 - **Incoming and Outgoing Students:** Manage and monitor the process of student check-ins and check-outs.
 - **Hostel Requirements and Procurement:** Assess and procure necessary items and resources for hostel facilities.
 - **Maintenance:** Ensure regular and scheduled maintenance of rooms and common areas.

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- **Hygiene:** Maintain hygiene standards throughout the hostel, including regular cleaning and sanitation.
- **Basic Amenities:** Ensure the availability and functionality of essential services such as electricity and water.
- **Meeting:** The committee will call regular meetings, in a week.


30/7/24
Registrar

CC to: -

All Core members, All Deans, All Director, All Hols & HoDs, All Institutes, All Department, IQAC.

For Info Pl:

Hon'ble Chancellor Sir, Pro- Chancellor, Executive Director, Vice Chancellor, Pro-V/C.