



# RAJASTHAN COLLEGE OF ENGINEERING FOR WOMEN

(Affiliated to Rajasthan Technical University, Kota & Approved by AICTE, Govt. of India)

Bhankrota, Ajmer Road, Jaipur - 302026 • Tel. : 0141-2251276, 2251249 • 0141-2251249

Ref: RCEW/Gen./2022

Date : 24.01.2022

## OFFICE ORDER

This is to inform all the faculty and students a committee has been constituted consisting of following members to look after the complaints related to Mess and Hostel :

- |                        |   |             |
|------------------------|---|-------------|
| 1. Ms. Manawati Panwar | - | Coordinator |
| 2. Ms. Shubha Jain     | - | Member      |
| 3. Mr. Jagdish Nagdav  | - | Member      |

Committee members are required to visit the Hostel and Mess and sort-out the complaints if any. Also prepare the MoM and submit to the undersigned.

*1048*  
*24/1/22*  
Director

Copy to :

- (1) Chairman - For kind information
- (2) Dean Academics
- (3) Chief Proctor
- (4) Asstt. Registrar
- (5) All HODs
- (6) Concerned Committee Members
- (7) Hostel Warden
- (8) Mess Incharge



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## **FUNCTIONS OF THE COMMITTEE**

1. To monitor and improve the facilities in the hostel and also to maintain the healthy and hygienic food.
2. The committee visits the hostel and have meeting with the hostlers to know their problems.
3. Hostel committee members shall conduct the meeting with hostel students and have detailed discussion regarding their accommodation and facilities in hostel.
4. In case of any serious drawback the issue is brought to the notice of chairman of hostel committee and necessary steps will be taken accordingly.
5. Hostel Committee decides the vacancy list of rooms in the hostel before the commencement of the academic year.
6. Hostel rooms are allotted to students depending on the available vacancy and on first comes first served.
7. Attendance of hostel students is reviewed and necessary recommendations are suggested
8. Regular meetings are conducted with the committee members and if any in disciplinary actions are found, needed actions are taken.