



Office of the Warden, Girls Hostel

South Campus, University of Kashmir

(NAAC ACCREDITED GRADE "A+")

Highground, Fatehgarh, Anantnag, Jammu & Kashmir 192101

No: Mess Secretaries/Girls-Hstl/31

Dated: 28/05/2024

Mess and Audit Committee w.e.f 1st June, 2024 to 31st August, 2024

I) Mess Committee:

Following committee members will look after the functioning of the Girl's Hostel Mess w.e.f 1st June, 2024 to 31st August, 2024.

S. No.	Name of the Member	Designation
01.	Muhammad Ashraf Lone	Mess Manager
02.	Irtiza Ayaz	Secretary
03.	Zareena Habib	Secretary
04.	Sunaina Chobar	Secretary
05.	Zeenat Zahoor	Secretary
06.	Zuhra Jabeen	Caretaker

Responsibilities of the Mess Committee:

1. The mess committee shall select 02 or 03 local suppliers for supplying essentials to the mess, based on the quotations to be issued by the Office.
2. The mess committee shall ensure the price, quantity and quality of the supplies by maintaining a receipt register, mentioning the product, brand (wherever applicable) and price of each item on daily basis.
3. The mess committee shall make sure that the cheque is issued to the supplier every week based on the purchases made. The bills for the week have to be duly signed by the committee members and submitted to the office of the Warden along with the certificate (format for the same can be obtained from the office).
4. The menu shall be decided for 15 days by the mess committee in consultation with the boarders and duly signed by the Warden. No change in menu (once decided for 15 days) shall be made.
5. The mess committee has to ensure that all the boarders deposit the mess fee @ Rs 2400/month as an advance in the account of the Warden (Girls Hostel) by or before 7th of every month.
6. The mess committee shall be responsible to keep the correct track of mess attendance and prepare the monthly attendance report and calculate the refunds therefore (if any).

**Sd/
Warden**



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Dated: 01-06-2024

UNDERTAKING

We, Mess Secretary-I _____;

Mess Secretary-II _____;

Mess Secretary-III _____;

Mess Secretary-IV _____

Of Girls Hostel (South Campus) Mess for the month of June, 2024 to August, 2024, do hereby undertake that:

1. We have read and understood the Policy for Operationalization of Mess Services at Girls Hostel (South Campus) (available on website), and assure that we shall abide by the rules and regulations as laid down in the Hostel Policy while rendering our voluntary services as Mess Secretaries.
2. We also assure that we shall not spend more than the amount deposited by the boarders. In case of spending more without the prior written approval of the Warden, we shall not claim the differential amount.
3. We also declare that we shall submit the duly signed bills every week of the purchase (along with the certificate), failing which such bills shall not be accepted by the Warden and payment to the supplier will be borne by us.
4. We have also understood that all bills/documents submitted by us are subject to scrutiny and audit, and in case of any irregularities, forgery, and/or misappropriations found at any point of time, recovery shall be made from all of us with equal share forthwith, and we are liable for disciplinary as well as legal actions.
5. We also know that noncompliance in any forms shall attract disciplinary as well as legal actions.

Signatures: Mess Secretary-I _____ Mess Secretary-II _____

Mess Secretary-III _____ Mess Secretary-IV _____

Countersigned by Mess Manager

Sd/
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II) Audit Committee

Following committee members will look after the smooth conduct and compliance of the hostel mess policies of the Girl's Hostel Mess:

S.No.	Name of the Member	Designation
01.	Mr. Manzoor ul Nabi Dar (Assistant Registrar)	Chairman
02.	Mr. Bilal Ahmad Dar (Accountant)	Member
03.	Dr. Gousia Shah	Member
04.	Senior Most Boarder	Member

The Audit Committee along with the mess manager shall have the responsibility to submit duly signed audit at the end of every month to the Warden to ensure that the bills/documents submitted by the mess committee are free of any irregularities, forgery, and/or misappropriations. If any of these is found at any point of time, it shall be brought into the notice of the Warden for appropriate action.

**Sd/
Warden**