



मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University, Ministry of Education, Govt. of India)  
(Accredited Grade "A" by NAAC)



Prof. Mushtaq Ahmed I.Patel  
Provost, Boys Hostels

Office Of the Provost, Boys Hostels

MANUU/PBH/F.No.02/2022-23/06

24<sup>th</sup> November, 2022

**Greetings to all Boarders of the Boys Hostels!**

All the boarder of the Boys Hostels are hereby informed that the applications are being invited for the post of '**Mess Secretary**' and '**Food-cum-Audit Committee**' members from the boarders of all Boys Hostels to deal the matters related to Centralized Mess Facility of the current academic year 2022-23. The interested boarders may submit their applications **to the Provost Office on or before 30<sup>th</sup> November, 2022 till 3 p.m.**

Two (02) student will be selected as Mess Secretary for duration of one month only. Any student who take the responsibility of Mess Secretary, his Mess Fee will be waived off for the said month.

Further, One (01) student will be selected as member of '**Food-cum-Audit Committee**' from each hostels. The total no. of members of '**Food-cum-Audit Committee**' will be **Four (04)**. The tenure of the '**Food-cum-Audit Committee**' members will be for the current academic year 2022-23.

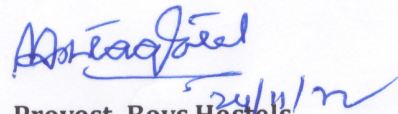
**Note: 1-** In case, if required applications are not received from the boarders for the post of '**Mess Secretary**' and '**Food-cum-Audit Committee**' members, then the Senior Wardens (Mess) will nominate any students for the said posts.

**Note: 2-** Any boarder of the Hostel will be Selected/Nominated as '**Mess Secretary**' and '**Food-cum-Audit Committee**' members, if he has no pending dues against Hostel/Mess Fee.

**Note: 3-** The criteria of selection for the post of '**Mess Secretaries**' and '**Food-cum-Audit Committee**' members will be decided by Senior Wardens (Mess).

**Note: 4-** The boarders who want to take the responsibility of the **Mess Secretaries** and members of **Food-cum-Audit Committee** are hereby informed that they must deliver their responsibilities as assigned by the Senior Wardens (Mess).

*(The Mess Secretaries should maintain the 'Stock Register towards purchase of outside items' and one 'Kitchen Stock Register' which should have details of all the items issued daily to the kitchen staff as per prescribed format/guidelines).*

  
Provost, Boys Hostels

Copy to:

1. Office of the VC/Registrar (For Information)
2. DSW (For Information)
3. Deputy Provost, Senior Wardens, All Wardens and All Caretakers of the Boys Hostels
4. Concerned File