**Notice**

**16.09.2015**

As suggested by the Vice Chancellor, Tezpur University, two teams have been constituted for maintaining discipline and smooth functioning of the administration in PMCW Hostel, Tezpur University which presently houses 312 boarders. All the boarders are hereby requested to contact the following two teams for the respective mattersw.e.f. 16.09.2015.

**Team A:**

|  |  |  |
| --- | --- | --- |
| **Head** | **Members** | **Responsibilities** |
| Warden | Rinkumoni Borah (Prefect) | Admission Process |
|  | NazreenaRehman (Assistant Prefect) | Annual Stock Verification |
|  | RijuChetry (Mess Convenor) | Report Preparation |
|  | WR: Kuntala, Ruksana, Manaswita, | No Dues of Outgoing Students |
|  | Damanti, Ninja, Koyel, Mumpi, | Hygiene matters |
|  | Nilofar, Monisha, Jumilee, Rumi | Employee and student welfare |

**Team B:**

|  |  |  |
| --- | --- | --- |
| **Head** | **Members** | **Responsibilities** |
| Associate Warden | NeelanjanaSarmah (Assistant Prefect) | Mess related matters |
|  | Munmi Das (Assistant Prefect) | Antiraggingactivities |
|  | PinkyGogoi (Mess Convenor) | Attendance related matters |
|  | RuprekhaSaikia (Mess Convenor) | Late entry issues |
|  | WR: Krishnashri, Moumita,Darshana, | Maintenance issues |
|  | Tulika, Pooja, Swagata, Sapna, Aditi | Guest Related Matter |

The members of both the teams are advised to meet once in every month for discussion. Both the teams will cooperate with the boarders for any matter.

(BipashaPatgiri)

Warden, PMCWH

Copy to:

1. Prof D C Baruah, Dean, Students’ Welfare, Tezpur University for kind information
2. Dr SravaniBiswas, Associate Dean, Students’ Welfare, Tezpur Universityfor kind information
3. Associate Warden, PMCWH, Tezpur University
4. Prefect, PMCWH
5. All Assistant Prefects,PMCWH
6. All Mess Convenors, PMCWH
7. All Wing Representatives for displaying the notice in a convenient place in respective wings
8. Notice Board, PMCWH