



NLUM/AC/FC/80/2024/823

Dated: 25th June 2024

**NOTIFICATION**

This is to inform all concerned that the Hon'ble Vice-Chancellor is pleased to constitute the Food Committee for the Halls of Residences (Boys and Girls).

The members of the Food Committee are as follows:

| SI No | Name of Faculty/ Staff/ Students | Designation                       | Committee Designation    |
|-------|----------------------------------|-----------------------------------|--------------------------|
| 1     | Dr. S. Elika Assumi              | Asst Professor and Chief Warden   | Chairperson              |
| 2     | Dr. Isha Bihari                  | Asst Professor and Warden         | Member                   |
| 3     | Ms. Ankita Chakraborty           | Asst Professor and Warden         | Member                   |
| 4     | Dr. Kelvin Mutum                 | Post Doctoral Fellow & warden     | Secretary                |
| 5     | Dr. Chayanika Rout               | Post Doctoral Fellow              | Member                   |
| 6     | Mr. Darren M Tham                | Research Fellow and Warden        | Member                   |
| 7     | Mr. Joe Oliver Mae Ryan Lyngdoh  | Assistant Registrar (Procurement) | Administrative Member    |
| 8     | Ms. Banpynjanai Pauline Kharpor  | Junior Administrative Assistant   | Administrative Secretary |
| 9     | Ms. Bethelda Shadap              | PG student (2 <sup>nd</sup> Year) | Student Member           |
| 10    | Mr. Anirudh Choudhary            | UG student (2 <sup>nd</sup> Year) | Student Member           |
| 11    | Ms. Gemini Loriak                | PG student (1 <sup>st</sup> Year) | Student Member           |
| 12    | Ms. Avishya M Reddy              | UG student (1 <sup>st</sup> Year) | Student Member           |

All duties assigned are valid for a period of six months from the date of issue of this notification. In the event that any order is passed pertaining to the duties of faculty members/staffs/students prior to expiry of term mentioned herein, the new order will prevail.

The terms of reference which shall govern the Food Committee is as follows but shall not be limited to:

1. To ensure efficient, hygienic, and fair management of the Halls of Residence's mess.



**NLU**  
MEG

## NATIONAL LAW UNIVERSITY MEGHALAYA

2. Oversee the overall functioning of the Halls of Residence's Mess and other cafeterias within the ambit of the University
3. Deliberate, concur and approve decisions regarding Halls of Residence's, diet plan, menu, budget, policies etc.
4. Represent the interests of the Halls of Residence's residents.
5. Inspect mess facilities and report issues.
6. Address, investigate complaints and suggestions and take necessary actions.
7. Regular feedback from Halls of Residence's residents should be solicited and considered.
8. Conduct regular inspections of food quality and hygiene standards.
9. Regular inspections should be conducted, and any issues should be addressed promptly. Adherence to hygiene and cleanliness standards in the kitchen and dining areas is mandatory.
10. Be the overall authority regarding any issues related to mess and cafeteria related issues
11. Report to the Vice Chancellor, Registrar and other higher authorities in the University with regards to any decision taken and submit minutes, proceedings of every meeting held.
12. The Committee should mandatorily meet once every month, but the Chairperson can convene any meeting as need be with an agenda shared before the date of the meeting.
13. Half of the members of the committee shall form a quorum. If lack of members attending a committee meeting persists on a particular meeting day, the Chairperson shall convene the meeting on another day meeting the requirements of the quorum.
14. The Secretary shall be responsible for records, proceedings and other documentation.
15. Any other matter related to fooding in the halls of residences
16. Any other matter as directed by the Vice Chancellor, Registrar or other higher authorities in the University

**Registrar**

**National Law University of Meghalaya**

**Memo No. NLUM/AC/FC/80/2024/**

**Dated: June 2024**

**Copy To:**

1. P.S. to the Vice Chancellor, National Law University Meghalaya, Shillong for information of the Vice Chancellor
2. All nominated members for information and necessary action
3. All Faculty, Non-Faculty, Students for information.
4. IT Section with a request to upload the same on the website.
5. Office Copy.

**Registrar**

**National Law University of Meghalaya**