



होमी भाभा विज्ञान शिक्षा केंद्र
HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
टाटा मूलभूत अनुसंधान संस्थान
TATA INSTITUTE OF FUNDAMENTAL RESEARCH

भारत सरकार का नाभिकीय विज्ञान एवं गणित का राष्ट्रीय केंद्र एवं समविश्वविद्यालय

*National Centre of the Government of India for Nuclear
Science and Mathematics and a Deemed University*

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Ref : CDO/Internal Committees (32)/2022-23/27

January 17, 2023

Hostel & Guest House Committee

1. The Hostel & Guest House Committee is hereby reconstituted as follows until further orders:-

Prof. Savita Ladage, Dean, HBCSE Faculty	- Chair
Mr. Krishna Chandra Sahu, Head Finance & Services	- Co-Chair
Dr. Aswathy Raveendran, Warden, HBCSE Hostels	
Dr. Mashood K. K., Warden, HBCSE Hostels	
Mr. Mahesh Bamne	
Ms. Anupama Das, Student Representative	
Mr. J. B. Waghmare	- Convenor

2. The Committee will frame policies, rules and procedures for room usage and reservations, and the use of different facilities, The Committee will also make suggestions for the day-to-day maintenance, up-keep and management of the Hostel and Guest House within the general goals and guidelines framed for it from time to time.
3. Chair of the Committee, and in his/her absence the Co-Chair, is the authority to discharge the above responsibilities, on behalf of the Committee. The Committee may hold meetings regularly and send the Minutes to the Centre Director for information/approval.
4. This supersedes all previous orders issued on the subject.

(Prof. Arnab Bhattacharya)
Centre Director, HBCSE

All members of the Committee

GENERAL GUIDELINES FOR THE COMMITTEES OF THE CENTRE

- i) The Committees will advise the Centre Director and formulate policies and guidelines for efficient functioning of the facilities/services/activities under their purview. The policies and guidelines of the committees shall be implemented by the Head Administrative Operations / Head Finance & Services after the approval of the Centre Director. The primary responsibility of day-to-day functioning will lie with the heads of the respective sections and facilities.
- ii) Each Committee will oversee the implementation of policy decisions and advise corrective action as and when necessary.
- iii) Each Committee will meet periodically to take up and initiate proposals for augmentation/modification of facilities in the area under their purview and discuss budgetary requirements. Such meetings should be held at least each quarter or more frequently, if required.
- iv) Committees will make suggestions to improve the efficiency of respective sections and recommend procedures to be followed.
- v) Committees will receive suggestions from the members of the staff, scrutinize them and if found feasible, propose them for implementation.
- vi) The Chairperson of various Committees should send the minutes of their meetings to the Centre Director, and update the Centre Director for any matter requiring urgent attention.
- vii) The Convener of the Committee will intimate the decisions to the concerned head of section for implementation after the minutes are approved by the Centre Director.
- viii) Users are advised to make complaints/comments regarding shortcoming in services/facilities/activities etc. first to the concerned head of the section and then, in cases involving an administrative matter, to Head Administrative Operations / Head Finance & Services, before taking the matter to the chairperson of the Committees concerned. The Head of the Section / Head Administrative Operations / Head Finance & Services will examine these complaints and suggestions and take corrective steps. In case of any difficulty in taking follow-up action, the Committee should be informed about it. The Committee may propose suitable steps to the Centre Director, if necessary.