



# राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान— हाजीपुर

National Institute of Pharmaceutical Education and Research (NIPER)– HAJIPUR

औषध विभाग / Department of Pharmaceuticals

रसायन एवं उर्वरक मंत्रालय, भारत सरकार / Ministry of Chemicals & Fertilizers, Govt. of India

Dist: Vaishali, State: Bihar, India, PIN: 844102, Website: www.niperhajipur.ac.in

F.No. NIPER-HJP/Admin./2025-26/15

Date: 10.09.2025

## OFFICE ORDER

The Competent Authority has been pleased to constitute the **Student Mess Coordination Committee (SMCC)**:

S. No.	Name & Designation	Role in committee
1.	Dr. Sameer Dhingra, Associate Professor, Dept. of Pharmacy Practice	Chairman
2.	Dr. Lalit Kumar, Assistant Professor, Dept. of Pharmaceutics	Member
3.	Dr. Suhani Sinha, Associate Professor & Girl's Hostel Warden	Member
4.	Dr. Venkateswara Rao Amara, Assistant Professor & Boy's Hostel Warden	Member
5.	Dr. Arjun M. Nair, Medical Officer	Member
6.	Ms. Rajni Khan, Scientist/Technical Supervisor Gr.-II	Member
7.	Sh. Arbind Prasad, Hostel & Guest House Supervisor	Convenor
8.	Student Representative from Pharmaceutics Dept.	Member
9.	Student Representative from Pharmaceutical Analysis Dept.	Member
10.	Student Representative from Biotechnology Dept.	Member
11.	Student Representative from Pharmacology & Toxicology Dept.	Member
12.	Student Representative from Pharmacy Practice Dept.	Member

\*For S.No. 8 to 12, preferably, a first/second year PhD student nominated by the HoD of the respective department.

### **Duties & Responsibilities of Student Mess Coordination Committee (SMCC):**

- 1) To ensure that the catering agency/vendor strictly follows all terms and conditions outlined in the contract agreement.
- 2) To collect and address feedback or complaints from the student community regarding mess services.
- 3) To facilitate the resolution of any disputes or conflicts between students and the catering vendor.
- 4) To conduct regular quality checks of groceries and perishable items (wet stores) used by the catering agency.
- 5) To inspect and review the cleanliness and hygiene of the mess, kitchen and related premises.
- 6) To coordinate with the vendor and students to plan the menu and ensure nutritional balance and variety.
- 7) To prepare and maintain regular reports or summaries of the observations, student feedback, and actions taken, and share them with the administration.
- 8) To oversee other relevant activities as and when necessary, in the interest of maintaining smooth mess operation.

(Dr. Abhishek Sahu)  
Registrar (I/C)

कुलसचिव/Registrar  
रा. औ. शि. अ. सं. (नाईपेर)–हाजीपुर  
NIPER-HAJIPUR

### **Copy to:**

1. All concerned employees
2. Director/Registrar Secretariat
3. All HoDs
4. All employees
5. Personal file of the concerned for record
6. System Engineer with a request to upload it to the Institute website