



Office of the Principal
Heritage Institute of Medical Sciences, Varanasi

Ref No. HIMS/PO/ 7581/2025

Date: 30/12/2025

HOSTEL MANAGEMENT COMMITTEE

Heritage Institute of Medical Sciences, Varanasi is imparting medical education in the UG (MBBS) and PG (MD/MS) courses. The campus houses one hostel for the boys and two hostels for the girl students. Boys' hostel (Madhusudan House) is common residential block for the MBBS students, Interns and PG Residents. The old girls' hostel is named Anandi House and the new girls' hostel is named Kadambini House. The hostels shall be governed by the Hostel Rules and Regulations of HIMS (copy attached). There will be a Managing Committee (MC) for each hostel. Wardens in the MC will be drawn from faculty members residing within the campus. MC shall have the following office bearers:

MC	Wardens			Supervisor/ Asst Warden	Care takers
	Name	Designation	Department		
Boys Hostel MC	Dr Ravi Sharma	Assoc Prof	Pharmacology	Mool Chand	Pankaj
	Dr Pankaj Kr Singh	Assoc Prof	Orthopedics		Rishi
	Dr Sharad Kumar	Asst Prof	Biochemistry		Satish
Girls Hostel MC	Dr Mahak Jain	Assoc Prof	Microbiology	Tara Devi Snehlata	Chandan
	Dr Gunjan Rana	Asst Prof	Ophthalmology		
	Dr Sweta	Asst Prof	Pharmacology		

MC will perform the following charter of duties:

1. Shall familiarize itself with the 'Rule and Regulations of Hostel, HIMS Varanasi'.
2. Make the students aware about 'Rule and Regulations of Hostel, HIMS Varanasi'.
3. Ensure that the student follow daily routine.
4. Assign room to students and updating.
5. Maintain the discipline in hostel.
6. Monitor the inventory in each room.
7. Have a strict control on the functioning of the Student Mess by checking the following:
 - a. Preparation of daily/weekly menu
 - b. Procurement of grocery, vegetables, milk products etc
 - c. Storage of ration/food items
 - d. Preparation of food
 - e. Quality and quantity of food prepared and served
 - f. Hygiene and sanitation in mess premises
 - g. Medical examination of food handlers
 - h. Dress and personal hygiene of food handlers
 - i. Timing allotted for each batch of students for their meals.
8. Conduct regular meeting with Student Mess Committee Member and Hostel Representative.

Col (Dr) BK Prasad
Principal cum CMS
HIMS, Varanasi

Cc: Hon'ble Chairman – for info PI
Director (Operations)
Wardens (Boys and Girls Hostel)

Col (Dr) BK Prasad (Retd)
Principal Cum CMS
Heritage Institute of Medical Sciences
NH-2, By Pass Road, Bhadwar, Varanasi (U.P.)