



ASHOKA

INSTITUTE OF TECHNOLOGY AND MANAGEMENT

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CANTEEN & MESS MONITORING COMMITTEE

FUNCTIONS

1. Plan, organize, monitor and lead all aspects of the daily operation of the canteen
2. Provide leadership, supervision and training to canteen staff and volunteers to ensure the delivery of an efficient, quality and affordable food service to the College community.
3. Ensure all canteen staff and volunteers provide a high level of customer service to students and other canteen customers.
4. The cell should ensure excellence in housekeeping sanitation, safety and aesthetics of the college premises.

RESPONSIBILITIES

1. A canteen committee is responsible for monitoring the operations of the canteen and implementing and reviewing the canteen policy.
2. In collaboration with the Business Manager and Accountant, monitor and review food product sale prices with a view to achieving an appropriate balance between Sales volume, profit margin and value for money without compromising quality.
3. In collaboration with the Business Manager and Accountant, actively participate in the annual budget process including identifying capital requirements.
4. Actively monitor the College calendar, weekly and daily bulletins in order to predict and plan for daily demand in order to satisfy customer needs and minimize wastage.

Sr. No.	Name	Designation
1.	Mr. Amit Maurya	Chairman
2.	Mr. Manu Kumar Singh	Convener
3.	Mrs. Deeksha Pandey	Member
4.	Mrs. Priti Singh	Member
5.	Mr. Chandrakant Verma CE Student	Member
6.	Ms. Izza BT Student	Member

FREQUENCY OF THE MEETINGS – Committee meets every month and on specific Issues and moments as and when required.

