



**Ashoka Institute of Technology & Management, Varanasi**



**Date: 11/04/2022**

**Ref No. Ashoka/CMMC/2022-23/31**

## **Notice**

This is inform to all the members of **Canteen & Mess Monitoring** committee that there is a meeting tomorrow on 12<sup>th</sup> April 2023 at 12:00 pm in the Power Electronics Lab.

### **Agenda:**

1. Quality of snacks
2. Healthy menu
3. Cleanliness of mess
4. Cleanliness of mess utensils
5. Regular visit of faculty to check the quality of food

### **Copy to:-**

1. Convener
2. Director
3. Registrar
4. Members of Canteen & Mess Monitoring Committee

Mrs. Diksha Pandey - *[Signature]*  
Mrs. Preeti Singh - *[Signature]*

*[Signature]*  
(Mr. Manu Kumar Singh)  
(Convener of Canteen & Mess Monitoring Committee)  
(Ashoka Institute of Technology & Management, Varanasi)



# Ashoka Institute of Technology and Management Pahariya, Sarnath, Varanasi-221007 (U.P.)

(Affiliated to Dr. A.P.J. Abdul Kalam Technical University & Board of Technical Education, Lucknow)  
(Approved by AICTE & PCI, New Delhi)

AKTU-641

BTE-4186

Ref. No. - Ashoka/CMMC//2022-23/32

Dated: 12/04/2023

## MINUTES OF THE MEETING

### OPENING

|                                  |                                       |
|----------------------------------|---------------------------------------|
| Date of the Meeting - 12/04/2023 | Day of the Meeting - Wednesday        |
| Time of Meeting - 12:00          | Meeting Venue - Power Electronics Lab |
| Meeting Duration - 1 hrs         | Meeting Chaired by - Mr. Amit Maurya  |

### MEMBERS ATTENDANCE

| SR. NO. | NAME OF THE MEMBERS              | DESIGNATION AND DEPARTMENT |
|---------|----------------------------------|----------------------------|
| 1.      | Mr. Amit Maurya                  | Chairman                   |
| 2.      | Mr. Manu Kumar Singh             | Convener                   |
| 3.      | Mrs. Diksha Pandey               | Member                     |
| 4.      | Mrs. Preeti Singh                | Member                     |
| 5.      | Mr. Chandrakant Verma CE Student | Member                     |
| 6.      | Ms. Izza Habibi BT Student       | Member                     |

### AGENDA OF THE MEETING

1. Quality of snacks
2. Healthy menu
3. Cleanliness of mess
4. Cleanliness of mess utensils
5. Regular visit of faculty to check the quality of food

### REVIEW OF PREVIOUS AGENDA AND ACTION STATUS (IF ANY)

1. Issue of drinking water in hostel mess is solved
2. Hygiene food is provided
3. Time gap between lunch and dinner is proper
4. Addition of salad and pickle in dinner
5. Quality of food

## MINUTES OF THE MEETING

### DISCUSSIONS HELD

1. The convener welcomed all the members of committee.
2. Day wise standard menu of hostel is decided.
3. Menu of the food items were decided by the committee members.



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4. Committee members discussed the rules and regulation of the hostel and it resolved to inform the rules and regulations of hostel to students which should be followed strictly.

## ACTION TO BE TAKEN

1. Change of menu
2. Quality of snacks being served in the hostel mess
3. Improvements in food quality served in hostel mess
4. Cleanliness of utensils of hostel mess
5. Hostel survey

## ADJOURNMENT OF THE MEETING

The meeting was adjourned at ...12<sup>th</sup> Apr.2023..... Time...1:15....pm. The Chairperson/Convener/Secretary declared the adjournment with the closing speech.


## NEXT MEETING

For next meeting it was decided to be scheduled and information being circulated by the chairperson/Convener/Secretary.

Or

The next meeting will be held/scheduled on 12<sup>th</sup> May 2023 at 12:00 noon in Power Electronics Lab.

  
SUBMITTED BY

  
APPROVED BY  
(Chairperson of the meeting/Director)