



# Ashoka Institute of Technology and Management

Ashoka Engineering Chauraha Paharia, Sarnath, Varanasi-221007 (U.P), INDIA  
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(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/HosC/2024-25/4

Dated:19/09/2024

## MEETING NOTICE

This is to inform all the members of hostel committee that meeting is being scheduled on 20/09/2024 (Friday) at 4:30 pm in the hostel common hall. All the hostel committee members are requested to attend the meeting without fail.

The following agenda will be discussed:

1. Review of recent feedback regarding mess quality and services.
2. Discussion on the proposed menu updating.
3. Addressing concerns regarding cleanliness and hygiene.

DEAN  
Mr. S.S. Kushwaha (DSW)  
Ashoka Institute, Varanasi  
Convenor

### Copy to:

1. Dean Discipline
2. Registrar
3. Hostel Warden
4. Hostel Superintendent



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Ref. No. - Ashoka/HosC/2024-25/4

Dated: 20/09/2024

## MINUTES OF THE MEETING

OPENING	
Date of the Meeting - 20/09/2024	Day of the Meeting Friday
Time of Meeting - 4:30	Meeting Venue - Hostel common hall
Meeting Duration - 1 hour	Meeting Chaired by - Mr. S.S. Kushwaha

## MEMBERS ATTENDANCE

SR. NO.	NAME OF THE MEMBERS	DESIGNATION AND DEPARTMENT	SIGNATURE
1.	Mr. S.S. Kushwaha - DSW	Convener	
2.	Mr. Ashim Dev - Registrar	Member	
3.	Ms. Pooja Yadav Asst. Prof. CE	Hostel Warden	
4.	Mrs. Priti Singh - Hostel Superintendent	Member	
5.	Ms. Ashu - Hostel Superintendent	Member	
6.	Ms. Jyoti - Hostel Superintendent	Member	

## AGENDA OF THE MEETING

1. Improvements in food quality served in mess
2. Change in menu

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

1. Complaint and suggestion register has been provided for students in mess for regular feedback
2. On regular basis the quality check of food has been done by the committee members.
3. It has been assured that there should be cleanliness maintained in and around the mess.



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## MINUTES OF THE MEETING

### DISCUSSIONS HELD

1. The committee reviewed the work done during the previous session.

#### 2. Change in menu

Committee members received suggestions from a student in respect of changing in menu. It is brought to the notice of the committee members, that same menu are being reported frequently without change in food items.

#### 3. Improvement In food quality served in canteen

This matter was discussed by members pointed out the complaints about the quality of food served in the mess.

### ACTION TO BE TAKEN

#### 1. Change in menu

Contractor has assurance that he will change vegetable and menu of the mess on regular basis and the price will also be revised on recommendation proceed by the committee members.

#### 2. Improvement of food quality served in canteen

This matter what discussed with mess contractor. The contractor assured that he would improve the food quality by using all quality items like oil vegetables rice Dal etc.

### ADJOURNMENT OF THE MEETING

The meeting was adjourned at 4:30 pm. Time 5:30 pm/am. 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 21/11/14 Date 1:30 time and venue.

SUBMITTED BY

  
DEAN  
Student Welfare  
Ashoka Institute, Varanasi

(Chairperson of the meeting/ Director)