



# KASHI INSTITUTE OF PHARMACY

Managed by: JAIN EDUCATION SOCIETY

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1800-123-321-123

Ref.No.Kashi IP/office order/2023-24/MCC/01

Dated:05/08/23

## OFFICE ORDER

### MESS AND CANTEEN COMMITTEE

Mess and canteen committee has been constituted for the monitoring of the food quality and hygiene of the mess/canteen in the Kashi institute of pharmacy for the session 2023-2024.

### MESS AND CANTEEN COMMITTEE

S.No.	Name	Responsibility
1	ShakshiShrivastava	Head
2	Nancy jaiswal	Member
4	Suraj Yadav	Student Coordinator
5	Prakash dev Pandey	Student Coordinator



#### Copy to-

1. Vice-Chairman
2. Director, KIP
3. Registrar
4. IQAC
5. HOD
6. Hostel Warden (Boys & Girls)
7. Mess /Canteen Vendor
8. All concern
9. All Notice Board

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Address: 23 km Milestone, Varanasi-Prayagraj Road, Mirzamurad, Varanasi- 221307 (U.P.)



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Ref.No.Kashi IP /2023-24/MCC/02

Date- 10/08/2023

## NOTICE

It is hereby inform to all members of mess and canteen Committee that a meeting is scheduled in the board room on 14/08/2023 at 03.30 pm.

### **Agenda:**

- Quality of Raw material
- Quality of food (Breakfast, lunch, Dinner) in mess
- Cleanliness of the utensils.
- Hygiene of Mess/Canteen.
- Preparing the mess menu

It is instructed to all to be available on time.



### **Copy to-**

1. Director Kashi IP.
2. Registrar.
3. IQAC
4. HOD.
5. All concern.



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## MINUTES OF MEETING

### MESS AND CANTEEN COMMITTEE

The meeting was convened in the board room on 14/08/2023 at 03.30 pm. in the presence of honourable Director Dr. Ashutosh Mishra, Warden boys hostel and girls hostel warden & Mess Vendor along with the hostellers both ( boys and girls ) the meeting was chaired by the Mess/Canteen In-charge. The following were the agenda discussed in the meeting is listed below.

#### **Agenda 1: Quality of Raw material**

The quality of raw material such as freshness of material, quality of flour, oil etc will be checked.

#### **Agenda 2: Quality of food (Breakfast, lunch, Dinner) in mess.**

The quality of prepared food including the taste and hygiene must be checked regularly.

#### **Agenda 3: Cleanliness of the utensils.**

The regular observation of the cleanliness of the utensils used in mess and canteen should be done by the mess In-charge.

#### **Agenda 4: Hygiene of Mess/Canteen**

The regular observation of the cleanliness of tables, chairs, fans etc, in mess and canteen should be done by the mess In-charge and member.

#### **Agenda 5: Preparing the mess menu.**

The mess vendor was asked to prepare the menu by consulting to student's coordinator and warden.





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Date: - 18/08/2023

## FOOD QUALITY INSPECTION AT THE MESS AND CANTEEN

Respected sir,

I have visited the mess and canteen today for the weekly inspection regarding the quality of food provided to the faculty and students, as well as the hygiene of the area. I was satisfied with the food quality and the overall cleanliness of the area this week. The food was fresh, and the presentation was appealing.

Mess/Canteen In-charge

*Shakshi*



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Date: - 25/08/2023

## FOOD QUALITY INSPECTION AT THE MESS AND CANTEEN

Respected Sir,

During my visit today, I observed that the staff was following proper hygiene practices, including wearing gloves and hairnets. The kitchen area was well-maintained, and no untidy or unclean surfaces were visible. The food prepared was nutritious and met the standards of quality expected.

  
Mess/Canteen In-charge

*Shakshi*



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Date: - 08/09/2023

## FOOD QUALITY INSPECTION AT THE MESS AND CANTEEN

Respected Sir,

The food portion sizes served to both faculty and students were adequate, and the quality was consistent throughout the meal period. The availability of fresh fruits and healthy options like salads was a good initiative for promoting a balanced diet.

  
**Mess/Canteen In-charge**

*Shakshi*



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Date: - 14/09/2023

## FOOD QUALITY INSPECTION AT THE MESS AND CANTEEN

Respected Sir,

During my inspection today, I noticed that the kitchen staff was not wearing gloves while handling food, which could lead to hygiene concerns. This is a matter that needs urgent attention.

  
Mess/Canteen In-charge

*Shakshi*



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**Date: - 22/09/2023**

## **FOOD QULITY INSPECTION AT THE MESS AND CANTEEN**

Respected Sir,

I am pleased to report that after raising concerns regarding the hygiene in the kitchen, the staff has now implemented stricter hygiene protocols, including wearing gloves and hairnets at all times. The kitchen area has also been thoroughly cleaned and maintained.

**Mess/Canteen In-charge**

*Shakshi*





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Ref. No. Kashi IP/2023-24/MCC/03

Date: - 05/10/2023

## NOTICE

To all Mess and Canteen Committee members, Please be informed that a meeting has been scheduled in the Board Room on 06/10/2023 at 3:00 PM. The agenda for the meeting will include:

- Review of staff performance and attendance.
- Review of students feedback and complaints
- Discussion on introducing new menu items.
- Assessment of current supply chain for food ingredients

Kindly make it a point to attend the meeting without fail.



Copy to:-

1. Director
2. Registrar
3. HOD
4. IQAC
5. All concern.

---

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## MINUTES OF MEETING

### MESS AND CANTEN COMMITTEE

The meeting was conducted in the board room on 06/10/2023 at 3:00 PM in the presence of Head (Mess and canteen committee), Warden Boy's and girl's hostel, Mess contractor along with the hostellers (boys & girls). The following agenda discussed in the meeting is listed below.

#### ☑ Review of Staff Performance and Attendance

- The Chairperson started by reviewing the attendance records and overall staff performance.
- It was noted that while most staff members are performing well, there are occasional delays in starting shifts, and some issues related to task completion were identified.
- A suggestion for conducting team-building activities and providing staff with more training on food hygiene was approved.

#### ☑ Review of Students' Feedback and Complaints

- The Committee reviewed recent feedback collected from students.
- Several complaints were raised regarding food variety, long wait times, and inconsistent food quality.
- The Committee also decided to hold regular student focus groups to better understand their concerns and address them more effectively.

#### ☑ Discussion on Introducing New Menu Items

- The Committee discussed the introduction of new menu items to improve food variety and cater to different dietary preferences.
- Some members proposed offering a rotating menu to keep things fresh and exciting.
- The Committee decided that a test run of new menu items would be conducted over the next two weeks.
- A focus on seasonal ingredients was also agreed upon to ensure fresh produce and to minimize food costs.

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## ☑ Assessment of Current Supply Chain for Food Ingredients

- The supply chain was reviewed, with emphasis on sourcing, delivery times, and quality of ingredients.
- The Committee identified that delays in supply deliveries and inconsistent quality of certain items were recurring issues.
- It was agreed that alternative suppliers be explored to ensure that fresh ingredients are delivered on time and meet the required quality standards.



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Date: - 14/10/2023

## FOOD QULITY INSPECTION AT THE MESS AND CANTEEN

Respected Sir,

During my inspection today, students asked for the falahar during the festive season of Navratri. So, the mess contractor has been advised to prepare the list of students who are keeping fast and make arrangements for the same.

*Shakshi*

**Mess/Canteen In-charge**

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Date: - 20/10/2023

## FOOD QULITY INSPECTION AT THE MESS AND CANTEEN

Respected Sir,

I am pleased to report that mess contractor have made proper arrangements of falhar for the students and proper hygiene was maintained in the kitchen, the staff also implemented stricter hygiene protocols, including wearing gloves and hairnets at all times. The kitchen area has also been thoroughly cleaned and maintained.

*Shakshi*

**Mess/Canteen In-charge**

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Date: - 10/11/2023

## FOOD QULITY INSPECTION AT THE MESS AND CANTEEN

Respected Sir,

During my inspection today, students asked for the seasonal fruits to be included in the breakfast menu. They suggested that such additions would enhance the nutritional value and variety of the meals provided. I kindly advise the mess contractor to offer seasonal fruits in the breakfast menu to meet the needs of the students.

*Shakshi*

Mess/Canteen In-charge

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Date: - 17/11/2023

## FOOD QULITY INSPECTION AT THE MESS AND CANTEEN

Respected Sir,

I am pleased to report that mess contractor have made proper arrangements of seasonal fruits for the students in the breakfast menu. The kitchen was clean, and all hygiene protocols were being followed diligently. The staffs are doing an excellent job, and I appreciate their hard work in maintaining such high standards.

*Shakshi*  
**Mess/Canteen In-charge**

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Date: - 24/11/2023

## FOOD QULITY INSPECTION AT THE MESS AND CANTEEN

Respected Sir,

I am pleased to report that today's inspection yielded a positive result. The food prepared was fresh and flavour-full, and the kitchen was spotless. The staff members were adhering to safety and hygiene guidelines. I appreciate the team's commitment to maintaining these standards.

*Shakshi*

**Mess/Canteen In-charge**

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Ref. No. Kashi IP/2023-24/MCC/04

Date: - 18/12/2023

## NOTICE

To all Mess and Canteen Committee members, Please be informed that a meeting has been scheduled in the Board Room on 22/12/2023 at 2:30 PM. The agenda for the meeting will include:

- Standardization of food portion sizes.
- Review of hygiene inspection reports.
- Discussion on the introduction of seasonal vegetable options.
- Improving food delivery times and efficiency.

Kindly make it a point to attend the meeting without fail.



Copy to:-

1. Director
2. Registrar
3. HOD
4. IQAC
5. All concern.

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## MINUTES OF MEETING

### MESS AND CANTTEN COMMITTEE

The meeting was conducted in the board room on 22/12/2023 at 2:30 PM in the presence of Head (Mess and canteen committee), Warden Boy's and girl's hostel, mess contractor along with the hostellers (Boy's & girl's). The meeting was chaired by Mess/ Canteen In-charge. The following agenda discussed in the meeting is listed below.

#### 1. Standardization of Food Portion Sizes

The issue of inconsistent food portion sizes was raised. The committee discussed how variable portion sizes were affecting student satisfaction and leading to food wastage. It was agreed that uniform portion sizes should be standardized across all meals.

#### 2. Review of Hygiene Inspection Reports

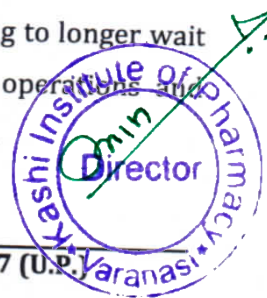
The hygiene inspection reports were reviewed, and overall the hygiene standards were found to be satisfactory. However, minor improvements were suggested for deep cleaning in certain kitchen areas. The importance of routine hygiene checks was reiterated.

#### 3. Discussion on the Introduction of seasonal vegetable Options

There was a strong consensus on the need to expand the menu to include more vegetable options, given the growing demand for plant-based meals. The committee also discussed the possibility of offering gluten-free options for students with dietary restrictions.

#### 4. Improving Food Delivery Times and Efficiency

Concerns were raised about delays in food delivery during peak hours, leading to longer wait times for students. The committee discussed ways to streamline kitchen operations and improve meal distribution to ensure food reaches students in a timely manner.



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Date: - 29/12/2023

## FOOD QULITY INSPECTION AT THE MESS AND CANTEEN

Respected Sir,

During my inspection today, students asked for the milk to be included in the breakfast menu. I kindly advise the mess contractor to offer milk in the breakfast menu on alternate days to meet the needs of the students.

*Shakshi*  
Mess/Canteen In-charge

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Ref. No. Kashi IP/2023-24/MCC/05

Date: - 11/03/2024

## NOTICE

To all Mess and Canteen Committee members, Please be informed that a meeting has been scheduled in the Board Room on 15/03/2024 at 3:00 PM. The agenda for the meeting will include:

- Discussion on improving the quality of food presentation.
- Plan for festive/seasonal menu updates.
- Review of staff uniforms and cleanliness standards.

Kindly make it a point to attend the meeting without fail.



Copy to:-

1. Director
2. Registrar
3. HOD
4. IQAC
5. All concern.

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## MINUTES OF MEETING

### MESS AND CANTTEN COMMITTEE

The meeting was conducted in the board room on 15/03/2023 at 3:00 PM in the presence of Head (Mess and canteen committee), Warden Boy's and girl's hostel, mess contractor along with the hostellers (Boy's & girl's). The following agenda discussed in the meeting is listed below.

#### 1. Discussion on Improving the Quality of Food Presentation

- The committee discussed the current state of food presentation and its impact on the overall dining experience. Suggestions were made to focus on garnishing and plating techniques to make the meals more visually appealing.
- It was agreed that more attention should be given to the arrangement of food on the plate, ensuring each dish looks attractive and appetizing.

#### 2. Plan for Festive/Seasonal Menu Updates

- The committee proposed introducing festive and seasonal menu updates to keep the menu fresh and engaging. Seasonal ingredients would be featured in dishes that reflect the time of year, such as pumpkin dishes in fall or fresh berries in summer.

#### 3. Review of Staff Uniforms and Cleanliness Standards

- A discussion was held regarding the uniforms and cleanliness standards of the staff. It was noted that some uniforms appeared worn out and did not meet the desired level of cleanliness.
- The committee decided that uniforms should be refreshed regularly and all staff should adhere strictly to cleanliness protocols. Regular inspection and training on personal hygiene will be implemented.



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Date: - 19/04/2024

## FOOD QULITY INSPECTION AT THE MESS AND CANTEEN

Respected Sir,

I conducted a thorough inspection of the mess and canteen today and was pleased to note that the overall cleanliness of the kitchen and dining areas was exceptional. The food was fresh, well-cooked, and presented in an appealing manner. Hygiene practices, including the use of gloves and hairnets, were strictly followed by all staff members.

*Shakshi*

**Mess/Canteen In-charge**

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Date: - 10/05/2024

## FOOD QULITY INSPECTION AT THE MESS AND CANTEEN

Respected Sir,

During today's visit, the food was served on time and met basic expectations. However, there were a few minor issues regarding the freshness of certain items. The kitchen was reasonably clean, though there were a couple of areas that could use more frequent attention. The staff seemed to be following most of the hygiene protocols, though a few improvements could be made.

*Shakshi*  
Mess/Canteen In-charge

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Date: - 21/06/2024

## FOOD QULITY INSPECTION AT THE MESS AND CANTEEN

Respected Sir,

It was a pleasure to conduct the weekly inspection today. The kitchen and dining areas were exceptionally clean, and the staff displayed a great commitment to food safety and hygiene. The food served was fresh, flavour-full, and met all the nutritional standards. The overall atmosphere in the mess was positive, and the staff's efforts are truly commendable.

*Shakshi*

**Mess/Canteen In-charge**

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