



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES, BASAR

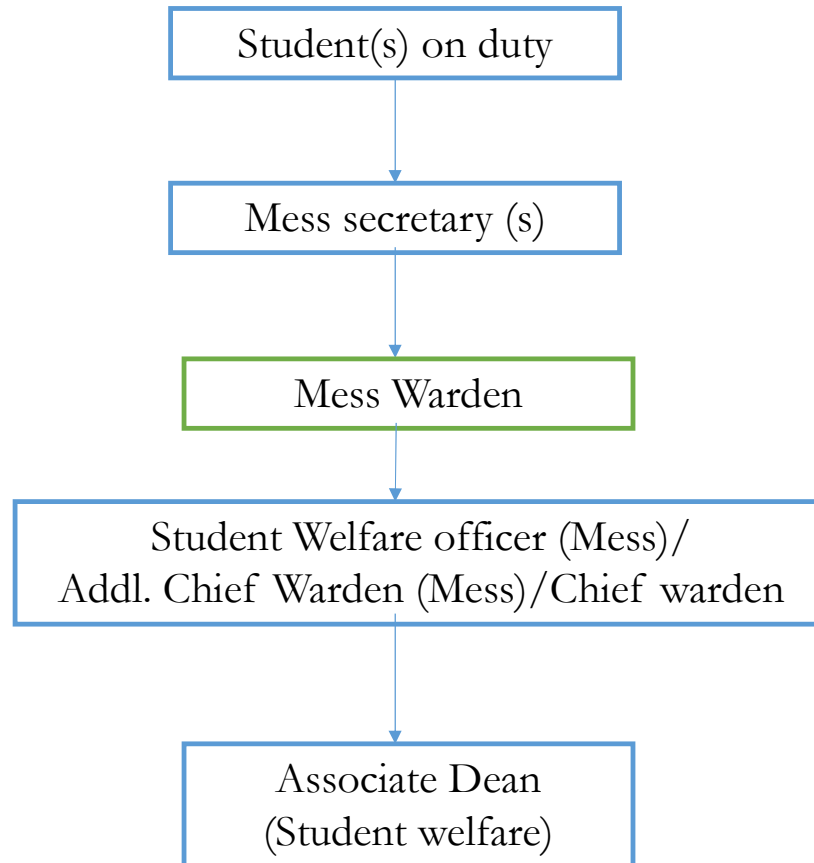
FOOD COMMITTEE

Structure, Roles & Responsibilities
(Draft)

FOOD COMMITTEE - RESTRUCTURING

- The Food committees are being re-structured to increase student participation and to move towards a student driven monitoring & evaluation system of the catering services provided in the University. The objectives of this new student centric system would be:
- To ensure maximum **student participation** in monitoring the quality of food and services in dining hall.
- To create a **rotation-based committee** that gives equal opportunity to all the interested students.
- To monitor **procurement, cooking, serving, and hygiene** on a daily basis.
- To maintain **transparent communication and documentation** through registers and reports containing the details such as daily mess food quality, cleanliness, taste of food served, student count etc.

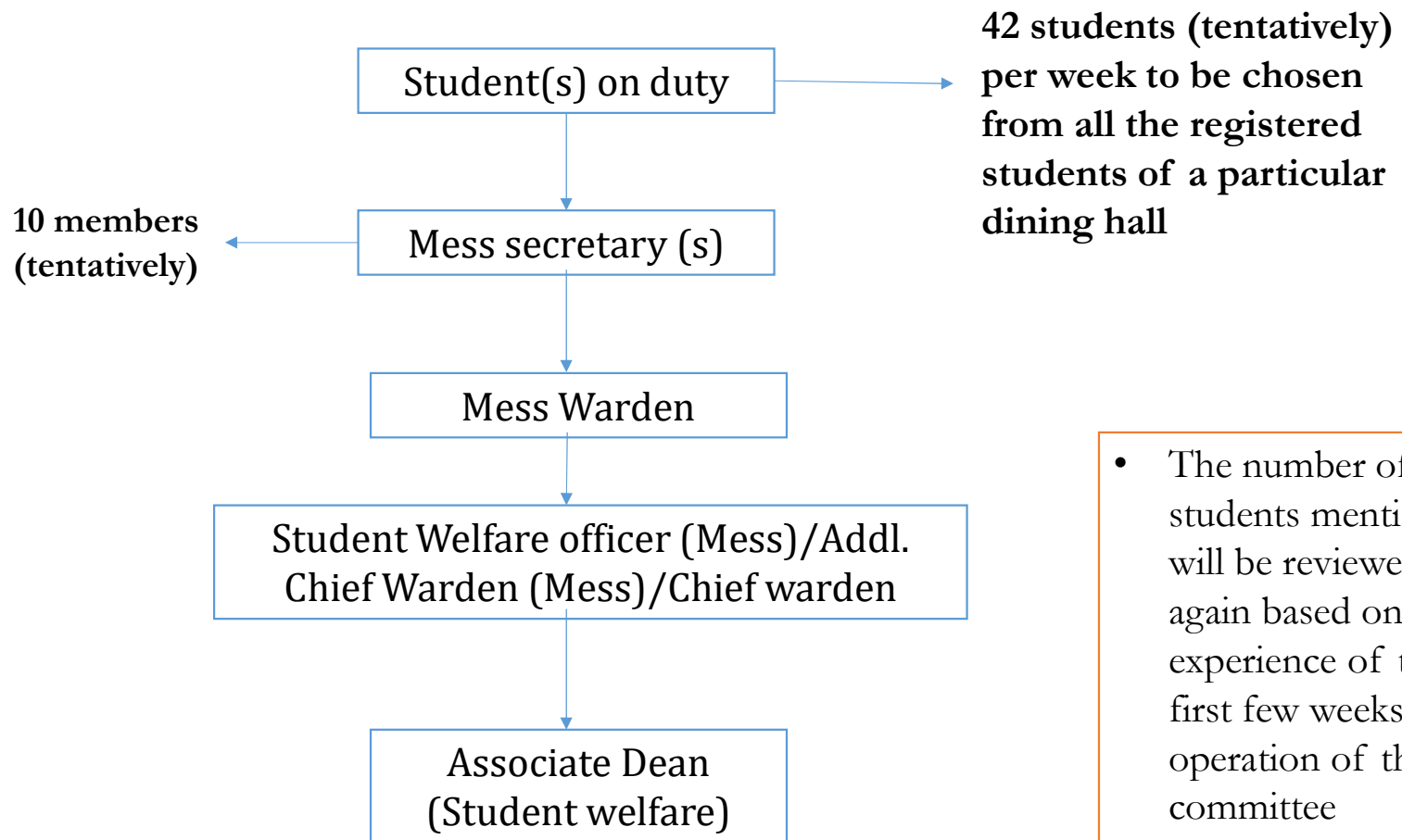
Food Committee Structure (Draft)



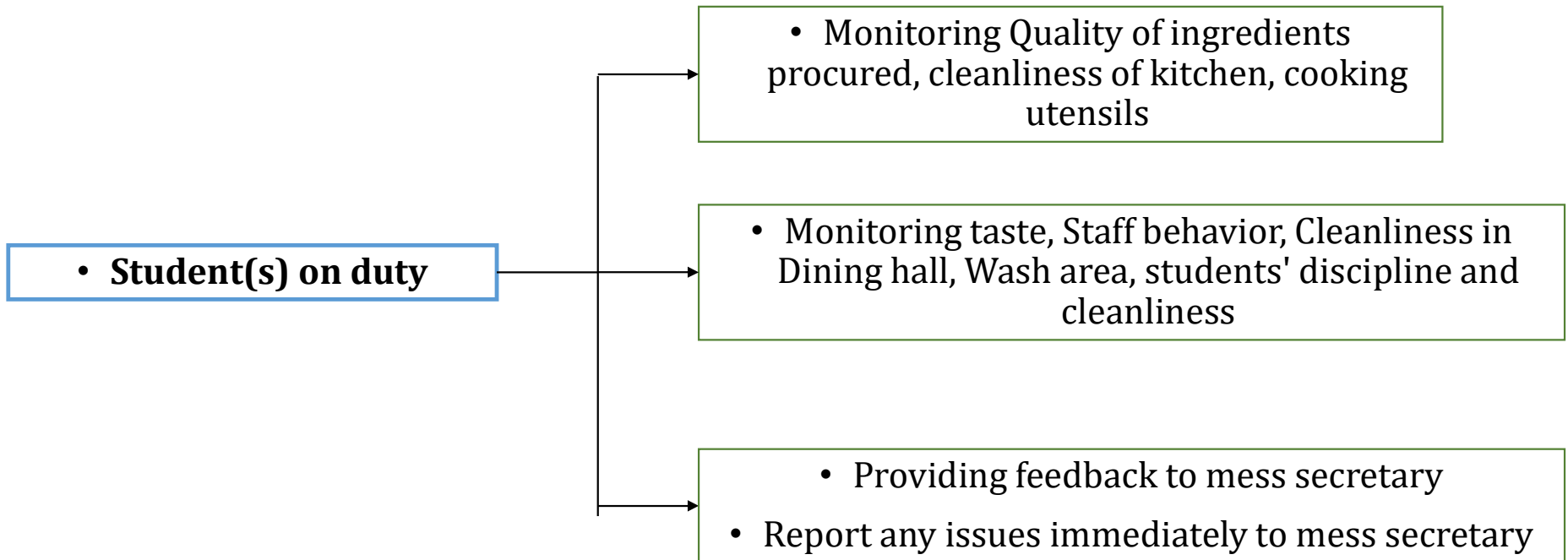
FOOD
COMMITTEE

- The committee will be assisted by the mess caretaker(s) and Technical/Junior assistant from the office of Student welfare.
- Any other staff or faculty can be included in the committee as deemed fit by the higher authorities.

FOOD COMMITTEE STRUCTURE (DRAFT)

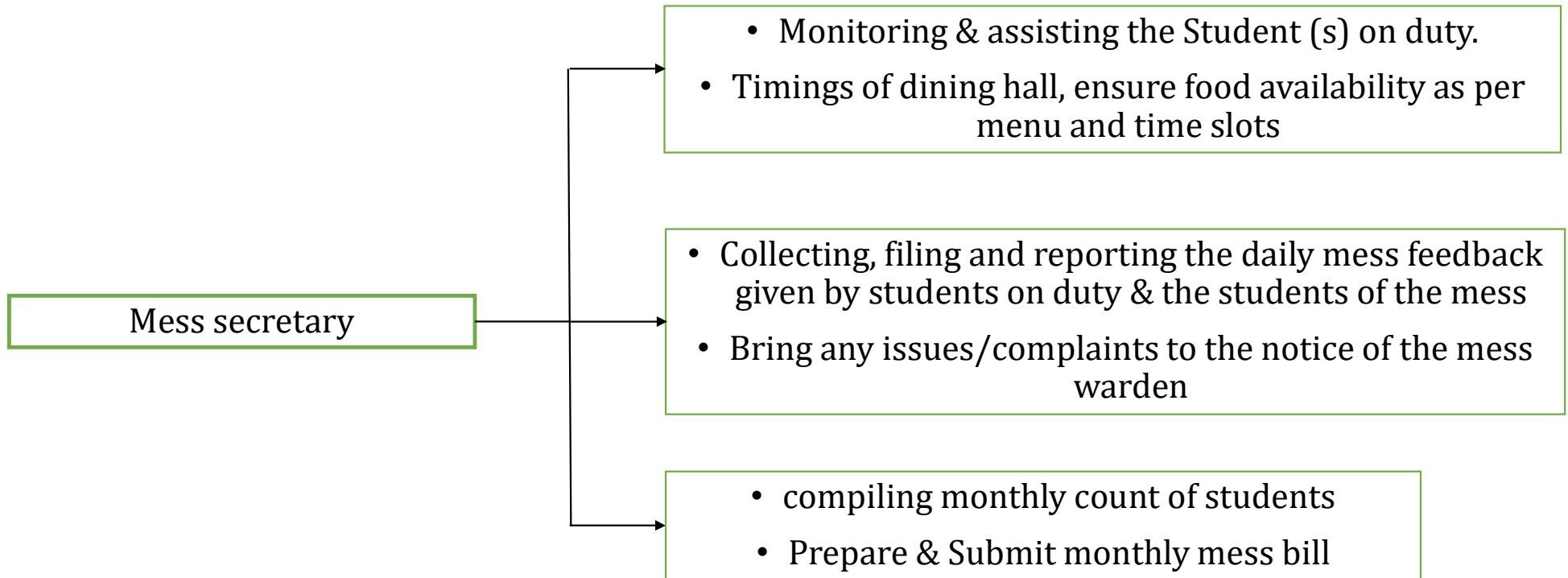


STUDENT ON DUTY



- The student(s) on duty will be assigned duty only once a week on a particular day to monitor either Breakfast & Lunch or Snacks & Dinner.
- The student(s) on duty can take the help of mess caretaker for any assistance or help while visiting the kitchen, speaking to the mess staff/supervisors.

MESS SECRETARY



- - The Mess secretary will continue to be on the committee for a period of one semester.

MESS WARDEN

- A faculty member will be assigned additional responsibility of mess warden by the University.
- The Mess supervisor(s) will be working in coordination with the mess warden from time to time.
- He/she shall Collect feedback from mess secretary and address complaints related to quality, quantity, timings, menu etc., and communicate issues to higher authorities for quick resolution.
- Depending on the nature of the complaint/issue the mess warden would try to resolve the complaint in discussion with the Catering service provider.
- Any serious issue/complaint w.r.t the mess/students will be immediately brought to the notice of the SWO/Addl. Chief warden (mess)
- Mess warden will supervise the preparation of monthly mess bill by the mess secretary.

MONTHLY REPORT

- At the end of each month, the mess secretary(s) shall submit a **Monthly Mess Status Report for each Dining hall separately.**
- Report shall include:
 - Summary of feedback submitted by the Student(s) on duty and Mess secretary.
 - Issues & Violations recorded in the register and Corrective actions taken
 - Student feedback analysis
 - Suggestions for improvement w.r.t food, Cleanliness or any other issues in the dining hall
- A **meeting will be conducted** every month to deliberate on the report submitted by the mess secretary before approving the payment to the vendor.
- The minutes of the meeting will also be made to maintain transparency in the system.

Thank you