

Minutes of First Mess Committee Meeting

Agenda 1: Analysis of Feedback form

-Items which are fairly satisfactory: Cheela, Poori Halwa, Cutlet, Dal Palak, Arhar Dal, Kofta, Aloo Tamatar, Soyabean, Moong Dal, Bhindi Fry and Masur Dal (Avg: 2.5-3)

Items which need to be reviewed: Kadoo, Kadhi, Aloo Parwal, Lauki, (Avg < 2.5)

Suggestions- Breakfast: Bread Roll, Bread Pakoda, Macroni, Aloo Poori, Bhajiya, Upma,

Extras: Chilli Chicken, Chaat, Chicken Tikka, Chicken Tandoori,

Vegetable: Palak Paneer, Matar Paneer, Malai Kofta, Aloo Dum, Aloo Palak, Aloo Shimlamirch, Kadhai Paneer.

*Total 303 feedbacks were received till 11:59pm, 19th August.

-Now Poori Halwa and Aloo Poori will be on alternate basis.

-Cutlet is replaced by Breadroll

-Aloo Parwal is replaced by Aloo Shimlamirch

-Final warning for Kadhi is given, if they fail this time also then it will be replaced by Mutter Paneer.

Agenda 2: Unavailability of coupon for mausambi(Rs 30) and pomegranate(mixed) juices(Rs 40)

-Convenor will talk regarding this with the vendor.

Agenda 3: Veg extras were not being served in the Lunch

-Head Cook was having some problem in making them. Convenor asked the Head Cook to submit the list of items which he can make and deadline given is 21st August.

Agenda 4: Quality of Bread, Milk, Butter, Aloo Fry, Chutney, Poha, Sandwich, Bature, Cutlet, Kadhi, Roti, Tea, Paratha, Kaddu, Cheela, Dosa, Bhindi and egg

-Britannia Bread will be purchased from now.

-Butter used in breakfast is of good quality.

-Convenor asked the Head cook to control the usage of oil .

-Head Cook informed the Convenor that the grinder is not functional because of which he is not able to serve Dosa properly.

-Packet Milk will be served in the breakfast instead of loose one.

-Convenor asked the Head cook to improve the quality of other items.

Agenda 5: Quality of raw materials

-Mess Manager informed the committee that they have recently changed the vendor.

Agenda 6: Laccha Paratha was not being served

-Head Cook informed that it consumes lot of time to make the Laccha Paratha so Convenor asked the Head Cook to try it once in Sunday Dinner, If it works well then we will continue it else will remove.

Agenda 7: Decision on Basic in Breakfast

-Dalia, Milk/egg, Bread is included into basic.

Agenda 8: Limited Stock of Bread

-Mess was informed about the concern and asked to increase the stock.

Agenda 9: Unavailability of Spices and Sauce on Table

-Sauces will be available which Paratha, Noodles etc will be served.

-Crue Set will be purchased from HDF then Spices will also be available.

Agenda 10: Malfunctioning of fans and coolers in mess

-Mess Manager informed that switches were not working.

-Convenor will ask the Maintenance Secretary to take action on it.

Agenda 11: Remove noodles from dinner

-No change

Agenda 12: Purchase of Lactometer

-President and Convenor will ask for quotations and purchase will be made through HDF.

Agenda 13: Discrepancy in the rates of extras

-Convenor was asked to gather the data of extras in other halls and then the final decision will be made on this regard.

Agenda 14: Ineffective work of Mess Manager

-Convenor asked the Mess Manager to be quite active during the rush hours and take frequent rounds.

Agenda 15: Sweets are not included in Basic

-Cheena Sandwich and Mithai will be included in extras.

Agenda 16: Problems related to cleanliness, ant and flies

-It's because of unavailability of switches for mosquito repellent.

-Issue will get resolved by Tuesday.

-This issue will be taken up in next meeting also.

Agenda 17: Mess timing should be revised

-Mess timings will be revised from Tuesday.

Mess timings will be:

Breakfast: 7:15am – 9:15am

Lunch : 12:30pm – 2:30pm

Dinner : 7:15pm – 9:15pm

Agenda 18: Unavailability of spoons

- Purchase work was already in progress.
- This issue will get resolved soon.

Agenda 19: Include fish and mutton in extras

- Fish Tikka, Fish Fry and Mutton will be served in extra.

Agenda 20: Revision of menu of Sunday

- Menu of Saturday and Sunday dinner is swapped.

Agenda 21: Counter person should be attentive while entering the extras

- Informed Him

Agenda 22: Egg Bhurji for extra on daily basis

- It's already there but they don't use to write it on notice board.

Agenda 23: Problems related to service

- Mess Manager was asked to improve the service.
- They were suggested to give Dosa and Masala separately to save the time and other similar methods were told to improve the service