



**LPCPS**  
LUCKNOW PUBLIC COLLEGE  
OF PROFESSIONAL STUDIES

## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

Ref.: LPCPS/PRINCIPAL/24-25/.0.1

Date: 09 /11/2024

### MEETING NOTICE HOSTEL AND MESS COMMITTEE

This is to inform you all that a meeting of Hostel and Mess Committee is scheduled on 10/11/2024 at 2:00 PM to discuss the following agenda items:

#### Agenda Items:

- Review Room availability for students to be admitted during 2024-25.
- Discuss and update hostel rules including visitor policies.
- Review security measures in hostel.
- Discuss menu changes, food quality and hygiene standard in mess.
- Review cleanliness and maintenance standards in the dining Hall
- Discuss Hostel and Mess staff training and welfare initiatives.
- Review food procurement processes and inventory management
- Review budget allocation, expenses and financial planning for the hostel and mess.
- Anything else with the permission of the chair.

S.No	Name	Post
1	Mr. Ajay Kumar Gupta	Co-ordinator
2	Ms. Amrita Yadav	Girls-Hostel Warden
3	Mr. S.B.L Verma	Boys-Hostel Warden
4	Ms. Anchal praveen	Co-coordinator
5	Ms. Snehlata Verma	In-charge
6	Kajal Mishra – B.Com	Student Representative

#### Copy to:

- Dean Academics
- Director, IQAC
- Concerned Department Heads
- Hostel and Mess Committee (Co-ordinator) and Members
- Concerned Notice Boards

  
Lucknow Public College of Professional Studies  
Vinamra Khand, Gomtinagar, Lucknow



## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

Ref.: LPCPS/COMM/H&M/24-25/01

Date: 11/11/2024

### Meeting Minutes

The meeting minutes of Hostel and Mess Committee convened on November 10<sup>th</sup> 2024 at 2:00 P.M for the academic session 2024-2025 in Counselling Room of Lucknow Public College of Professional studies.

S. No.	Name of the Committee members	Post
1	Mr. Ajay Gupta	Coordinator
2	Ms. Amrita Yadav	Girls-Hostel Warden
3	Mr. S.B. L. Verma	Boys-Hostel Warden
5	Ms. Anchal Praveen	Co-Coordinator
6	Ms. Snehalata Verma	Incharge
7	Kajal Mishra - Bcom	Student Representative

At the outset chairman welcomed all the members and informed the agenda items need to be discussed and resolved.

Thereafter following agendas were discussed and resolved.

S. No	Raised by	Agenda	Responsibility	Resolution
1	Ms. Amrita Yadav & Mr. S.B.L. verma	Discussions regarding the Planning, execution, and review of the rules and regulations of Hostel.	All Members	Committee analysed and reviewed hostels norms and asked to warden for consistent monitoring of the norms. Warden was informed to report regularly to impose norms as deemed fit by concern authorities.
2	Mr. S.B. L Verma & Ms. Amrita Yadav	Discussion regarding grievance Redressal of the students and communication of the same to the concerned authorities.	All Members	Committee asked to hostel warden to solve grievances within time. After deliberation and concurrence, committee proposed and recommended grievance redressal mechanism and procedure through which grievances of residents, if any, would be resolved.

*Ashish*  
Principal

Lucknow Public College of Professional Studies  
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3	Mr. S.B. L Verma & Ms. Amrita Yadav	Discussion regarding mess Facilities, hygiene and housekeeping issues.	All Members	Committee randomly inspected issues related to mess Facilities, hygiene and housekeeping and report to HEI for appropriate action. Committee recommended best practices ensuring concerning issues.
4	Mr. S.B. L Verma & Ms. Amrita Yadav	Discussion Regarding the hostel infrastructure and ensuring an enriching stay at the campus.	All Members	Committee inspected the accommodation offered to residents and ensured sound living accommodation. Committee recommended best infrastructure to HEI.
5	Mr. S.B. L Verma & Ms. Amrita Yadav	Discussion regarding the arrangement of seating capacity, proper lighting and ventilation, Cleanliness of Floors	All Members	Committee ensured proper arrangement of accommodation supported by proper lighting, ventilation, cleanliness of the floor and reported to HEI. Committee asked hostel warden to ensure the concerning allied services.
6	Ms. Sneha lata Verma	Review Regarding Smooth and timely Operation of the mess.	All Members	Committee asked hostel warden and mess Incharge for the smooth and consistent service as expected from the parties. Committee asked to mess Incharge to minimize delaying in the operation.
7	Mr. Ajay Gupta & Ms. Anchal Praveen	Regarding Verification of the quality of food, and its Service as per proposed menu by authorities.	All Members	Committee randomly visited mess and inspected menu served to the residents and reported to HEI. Committee asked to mess Incharge to ensure good quality of food as promised to serve.

  
(Coordinator)

**Hostel and Mess Committee**

Copy to:

- Principal Office
- Dean Academics
- Concerned to all departments
- Concerned to Notice Boards

  
Principal

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*Aswigh*

Principal  
Lucknow Public College of Professional Studies  
Vinamra Khand, Gominagar, Lucknow