



SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
UGC Approved Meerut



AN ISO 21001: 2018 ORGANIZATION

OFFICE OF THE REGISTRAR

Gp Capt M Yakoob

M-in-D (Retd.), M.Tech.

REGISTRAR

registrar@subharti.org

Ref. No. U-07/SVSU/2023/534

Date: 03.11.2023

To:

1. Dean, Student Welfare
2. HOD, Dept. of Home Science
3. HOD, Dept. of PSM (Community Medicine)
4. Chief Warden/ Sr. Warden,
5. Administrative Officer AO-I & AO-II,

Subject: Conduct of regular meeting of Food & Hygiene Management Cell -regarding

The undersigned is directed to draw your attention to detailed instructions issued in Letter No. U-07/SVSU/2023/1684 dated 26.05.2023 (copy enclosed) regarding duties and responsibilities of committee members of FHMC-A (Level-I & Level-II) and FHMC-B (Level-I & Level-II) of Food & Hygiene Cell of university.

2. The university authorities noticed that no regular meetings of FHMC by committee members has been held for the past 5 months, which is a matter of concern, and advised that the all proceedings of meetings to be placed before university authorities for their concurrence / approval (of recommendation of committee, if any).

3. A slight modification to earlier instructions issued on subject cited above, following changes has been approved by competent authority;

FHMC -A : The details of changes as follows

I. Level-I Food Committee (Hostel Wise)

- a. Committee Head & Member Secretary: Warden of concerned Hostel
- b. Member-I : Chief Monitor
- c. Member-II : One Floor Monitor
(on rotation basis /month as decided by the warden)

II. Level-II Food & Hygiene Management Committee-I:

- a. Committee Head & Member Secretary: Chief Warden/ Sr. Warden
- b. Member-I : Nominated Dietician / Faculty member of Dept. of Home Science
- c. Member-II : Nominated Faculty member of Dept. of PSM
(Community Medicine)
- d. Member-III : Nominated member nominated by Student Council for each hostel –preferable a student who is residing in the same hostel of concerned mess)



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Yakoob
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2023

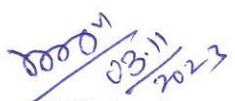
FHMC –B:The details of changes as follows

- III. **Level-I Food Committee for Shops** (selling food items or canteens):
- Committee Head & Member Secretary: Mr. Harshwardan Kaushik-AO-I
 - Members: Two nominees of Student Council, such that one is from Medical and one from Non-Medical side.
- IV. **Level-II Food & Hygiene Management Committee-II (for shops)**
- Committee Head & Member Secretary: Mr. Deepak Gupta, AO-II
 - Member-I : Nominated Dietician / Faculty member of Dept. of Home Science
 - Member-II : Nominated Faculty member of Dept. of PSM (Community Medicine)
 - Member-III : President Student Council

4. It is requested that, necessary actions to be taken on following points:

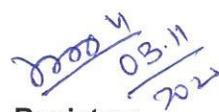
- HoD, Dept. of Home Science requested to nominate Dietician / Faculty member of Dept. one member each in Level-II Food & Hygiene Management Committee-I (for Hostel) & Level-II Food & Hygiene Management Committee-II (for shops). The name of nominated member to be intimated to this office for record purpose
- HoD, Dept. of PSM (Community Medicine) requested to nominate a Faculty member of Dept. one member each in Level-II Food & Hygiene Management Committee-I (for Hostel) & Level-II Food & Hygiene Management Committee-II (for Shops). The name of nominated member to be intimated to this office for record purpose.
- Office of Dean, Student Welfare is requested to forward the names of students Council members for
 - FHMC Level-II Food & Hygiene Management Committee (Hostel Wise)
 - FHMC Level -I Food & Hygiene Management Committee (for Shops)
 - FHMC Level -II Food & Hygiene Management Committee (for Shops)
- Committee Heads/ Member Secretary to initiate steps to conduct regular meetings of Committees and report to be submitted with recommendation for concurrence / approval of competent authority. The reports to be submitted as per detailed instruction issued in above cited subject letter.

5. This has been issued with approval of Competent Authority.


GpCapt M Yakoob
Registrar

Copy forwarded for information of:

- Hon'ble Vice Chancellor
- Chief Executive Officer
- All HsOI/HsOD
- Guard File.


Registrar