



ANAND INSTITUTE OF HIGHER TECHNOLOGY
KAZHIPATTUR - 603 103

Ref: AIHT/CC/2019-2020/C1

DATE: 19.06.2019

CONVENING ORDER-2019-2020
CANTEEN COMMITTEE

The undersigned is pleased to constitute the Canteen Committee (CC) with the following members for academic year 2019-2020 to monitor and update the quality of canteen facilities in the college.

S.No	Name of the Faculty	Role
1.	Dr. D. Meena	Convener
2.	Dr. S. Bharathi vasu	Coordinator
3.	Mr. Dinesh	Member
4.	Mr. Kumar	Member
5.	Mr. Vinodkumar	Member
6.	Mr. A.S. Balaji	Member
7.	Mr. Logeshwaran	Member
8.	Jayachandran R	Student Member
9.	G.Murali	Student Member
10.	Aarthi Siva P	Student Member
11.	Pradeep I	Student Member
12.	Austin Joseph M	Student Member
13.	Velayutham V	Student Member
14.	Pushparaj	Student Member


Convener


PRINCIPAL

Copy to:

- All the Members of CC



**ANAND INSTITUTE OF HIGHER TECHNOLOGY
KAZHIPATTUR – 603 103**

No: AIHT/CC/2019-2020/C3

DATE: 22.11.2019

CIRCULAR TO CANTEEN COMMITTEE

All the Canteen Committee members are hereby informed to attend the meeting on 25.11.2019 at 10:00 A.M in the Conference Room of A-Block.

AGENDA:

1. To discuss with regard to improving the quality of the food.
2. To discuss the operating time of the canteen
3. To discuss on the food varieties sold in the canteen.
4. To discuss on the cleanliness and hygiene of the canteen workers /canteen
5. To address the suggestions / Grievances of the staff and students.

Convener

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KAZHIPATTUR - 603 103

CANTEEN COMMITTEE MEETING ATTENDANCE

Date: 25.11.2019

S.No	Name of the Faculty	Role	Signature
1.	Dr. D. Meena	Convener	
2.	Dr. S. Bharathi vasu	Coordinator	
3.	Mr. Dinesh	Member	
4.	Mr. Kumar	Member	
5.	Mr. Vinodkumar	Member	
6.	Jayachandran R	Student Member	
7.	G.Murali	Student Member	
8.	Aarthi Siva P	Student Member	
9.	Pradeep I	Student Member	
10.	Austin Joseph M	Student Member	
11.	Velayutham V	Student Member	
12.	Pushparaj	Student Member	
13.	Aarthi C	Student Member	
14.	Archana	Student Member	

Convener

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ANAND INSTITUTE OF HIGHER TECHNOLOGY
KAZHIPATTUR – 603 103

Ref: AIHT/CC/2019-2020/MM2

DATE: 25.11.2019

MINUTES OF THE MEETING (Canteen Committee)

The Canteen Committee meeting was held on 25.11.2019 at 10:00 A.M in the Conference Room of A-Block. The following points were discussed.

1. To discuss with regard to improving the quality of the food
2. To discuss the operating time of the canteen
3. To discuss the varieties of menu sold in the canteen.
4. To discuss on the cleanliness and hygiene of the canteen workers / canteen
5. To address the suggestions / Grievances of the staff and students.

MINUTES AND RESOLUTIONS

The Convener started the meeting by welcoming all the members.

1. Based on the suggestion and discussion, It is strictly informed the canteen contractor to adhere to the standard operating procedure to maintain the food quality by using only Agmark products.
2. In order to cater to the need of the Hostel Staff and students the canteen operating time has been extended upto 6.00 PM
3. In order to cater to the needs of students and staff , more food varieties have been introduced like chat items, North Indian food varieties.
4. The canteen workers have been instructed to strictly adhere to the dress code and maintain the necessary decorum in the canteen.
5. Some of the grievances received from the grievance redressal committee, have been reviewed and discussed among the canteen committee members.
 - The serving dishes should be properly cleaned to maintain hygiene.
 - To dispose the waste before the bin overflows and avoid flies in and around the canteen
 - To improve the food presentation and delivery of the food.
 - To provide an extra drinking water counter.

Convener ended the meeting by thanking all the members.



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No:AIHT/CC/2019-2020/C2

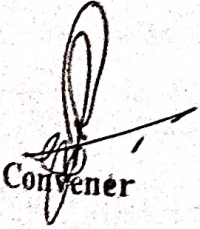
Date:09.07.2019

CIRCULAR TO CANTEEN COMMITTEE

All the Canteen Committee members are hereby informed to attend the meeting on 12.07.2019 at 10:00 A.M in the Conference Room of A-Block.

AGENDA

1. To discuss and prepare Standard Operating Procedure (SOP).
2. To discuss canteen menu and price lists.
3. To make the decisions on food items to be sold and approving the selling prices.
4. To have a quality check on various food items served in the canteen.
5. To place a suggestion box in the canteen
6. To ensure hygiene and cleanliness in the canteen.
7. To monitor the functioning of the canteen staff
8. To get regular Feedback from the staff and students


Convener


PRINCIPAL

Copy to:

All the Members of CC



ANAND INSTITUTE OF HIGHER TECHNOLOGY

Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai
An ISO 9001:2015 Certified Institution & Accredited by NBA

The Following members attended the meeting on 12.07.2019

S.No	Name of the Faculty	Role	Signature
1.	Dr. D. Meena	Convener	
2.	Dr. S. Bharathi vasu	Coordinator	
3.	Mr. Dinesh	Member	
4.	Mr. Kumar	Member	
5.	Mr. Vinodkumar	Member	
6.	Mr. A.S. Balaji	Member	
7.	Mr. Logeshwaran	Member	
8.	Jayachandran R	Student Member	
9.	G.Murali	Student Member	
10.	Aarthi Siva P	Student Member	
11.	Pradeep I	Student Member	
12.	Austin Joseph M	Student Member	
13.	Velayutham V	Student Member	
14.	Pushparaj	Student Member	
15.	Aarthi C	Student Member	
16.	Archana	Student Member	

Convener

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KAZHIPATTUR – 603 103

Ref: AIHT/CC/2019-2020/MM1

DATE: 12.07.2019

MINUTES OF THE MEETING (Canteen Committee)

The Canteen Committee meeting was held on 12.07.2019 at 10:00 A.M in the Conference Room of A-Block. The following points were discussed.

MINUTES AND RESOLUTIONS

The Convener started the meeting by welcoming all the members.

1. Requirements of the Canteen.

The committee discussed on the requirements of the canteen (Infrastructure that includes Separate counter for Boys and Girls, Serving table, lighting, fans etc.,)

2. Canteen Operating Time:

Canteen operating time was discussed and finalized.

Opening Time: 8.00 AM

Closing Time: 5.00 PM (so as to enable the hostellers to avail necessary facilities)

Students are allowed only during Break time and Lunch Time.

3. Canteen Menu and Price

The committee finalized the menu and fix the price at subsidized rate as expected by the staff and students

4. Canteen Survey

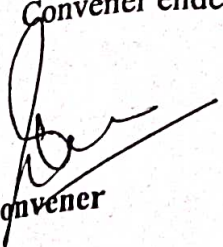
It is decided that a survey should be done periodically in order to get feedback on quality, hygiene, food varieties and general maintenance.

5. The meeting concluded by reemphasizing the canteen rules framed for the Students:

- All the Students are hereby informed to avail Canteen services during the Break and Lunch time.
- Students are not permitted inside the Canteen during the Class hours.

- There is Separate counter for Boys and Girls.
- The Menus are served in the Subsidiary prices.
- Students can drop your Complaints in Complaint box, which is available in our Canteen.
- Students can also register your Complaints through Grievance Redressal Cell/ Canteen Committee members.

Convener ended the meeting by thanking all the members.



Convener



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