



ANAND INSTITUTE OF HIGHER TECHNOLOGY  
KAZHIPATTUR - 603 103

No: AIHT/CC/2021-2022/C3

DATE: 15.11.2021

CIRCULAR TO CANTEEN COMMITTEE

All the Canteen Committee members are hereby informed to attend the meeting on 19.11.2021 at 10:00 A.M in the Conference Room of A-Block

**AGENDA:**

1. To discuss and decided to follow covid-19 protocols after opening the college.
2. To keeping the sanitizer or hand wash at the canteen entrance.
3. Protocols should be pasted on the canteen wall.
4. To discuss with regard to improving the quality of the food
5. To discuss the operating time of the canteen
6. To discuss on the food varieties sold in the canteen.
7. To discuss on the cleanliness and hygiene of the canteen workers / canteen
8. To address the suggestions / Grievances of the staff and students.

  
Convener

  
PRINCIPAL

**Copy to:**

- All the Members of CC



ANAND INSTITUTE OF HIGHER TECHNOLOGY  
KAZHIPATTUR - 603 103

CANTEEN COMMITTEE MEETING ATTENDANCE

Date: 19.11.2021

S.No	Name of the Faculty	Role	Signature
1.	Dr. D. Meena	Convener	D. Meena
2.	Dr. S. Bharathi vasu	Coordinator	Bharathi -
3.	Mr. Dinesh	Member	Dinesh
4.	Mr. Kumar	Member	Kumar.
5.	Mr. Vinodkumar	Member	Vinodkumar
6.	Mr. A.S. Balaji	Member	A.S. Balaji
7.	Mr. Logeshwaran	Member	Logeshwaran
8.	Maheswari . S	Student Member	Maheswari
9.	Jothilakshmi .S	Student Member	Jothilakshmi
10.	Naveen .M	Student Member	N. Naveen
11.	Deepak. N	Student Member	N. Deepak
12.	Vasanth . H	Student Member	P. Swetha
13.	Swetha . P	Student Member	S. Priyadarshini
14.	Priyadarshini .S	Student Member	K. Keerthana
15.	Keerthana.K	Student Member	K. Keerthana
16.	Joseph Antony.S	Student Member	S. Joseph Antony

  
Convener

  
PRINCIPAL



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

Ref: AIHT/CC/2021-2022/MM2

Date: 19.11.2021

### **MINUTES OF THE MEETING (Canteen Committee)**

The Canteen Committee meeting was held on 19.11.2021 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 on 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**

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 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. 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.

  
Convener

  
PRINCIPAL



ANAND INSTITUTE OF HIGHER TECHNOLOGY  
KAZHIPATTUR - 603 103

No:AIHT/CC/2021-2022/C2

DATE:12.07.2021

CIRCULAR TO CANTEEN COMMITTEE

All the Canteen Committee members are hereby informed to attend the meeting on 16.07.2021 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 and decided to follow covid-19 protocols after opening the college.
3. To keeping the sanitizer or hand wash at the canteen entrance.
4. Protocols should be pasted on the canteen wall.
5. To discuss and finalize Canteen open and closing timings.
6. To discuss canteen menu and price lists.
7. To make the decisions on food items to be sold and approving the selling prices.
8. To have aquality check on various food items served in the canteen.
9. To place a suggestion box in the canteen.
10. To monitor the functioning of the canteen staff
11. To get regular Feedback from the staff and students

  
Convener

  
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**Copy to:**

- All the Members of CC



ANAND INSTITUTE OF HIGHER TECHNOLOGY  
KAZHIPATTUR - 603 103

CANTEEN COMMITTEE MEETING ATTENDANCE

Date: 16.07.2021

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.	Maheswari . S	Student Member	
9.	Jothilakshmi .S	Student Member	
10.	Naveen .M	Student Member	
11.	Deepak. N	Student Member	
12.	Vasanth . H	Student Member	
13.	Swetha . P	Student Member	
14.	Priyadharshini .S	Student Member	
15.	Keerthana.K	Student Member	
16.	Joseph Antony.S	Student Member	

Convener

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

Ref: AIHT/CC/2021-2022/MM1

Date: 16.07.2021

**MINUTES OF THE MEETING (Canteen Committee)**

The Canteen Committee meeting was held on 16-07-2021 at 10:00 A.M in the Conference Room of A-Block. The following points were discussed.

**MINUTES AND RESOLUTIONS**

Convener started the meeting by welcoming all the members.

**1. Standard Operating Procedure (SOP).**

The Standard Operating Procedure (SOP) after discussion was formulated by the committee members.

**2. 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.,)

**3. 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.

**4. Canteen Menu and Price**

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

**5. Canteen Survey**

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

6. 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

  
PRINCIPAL