



ANAND INSTITUTE OF HIGHER TECHNOLOGY
KAZHIPATTUR - 603 103

Ref: AIHT/CC/2020-2021/C2

Date: 13.07.2020

CIRCULAR TO CANTEEN COMMITTEE

All the Canteen Committee members are hereby informed to attend the meeting on 15.07.2020 at 10:00 through Online.

2020

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 and finalize Canteen open and closing timings.
5. To discuss canteen menu and price lists.
6. To make the decisions on food items to be sold and approving the selling prices.
7. To have a quality check on various food items served in the canteen.
8. To monitor the functioning of the canteen staff by following the covid-19 protocol.
9. To get regular Feedback from the staff and students


Convener


PRINCIPAL

Copy to:

- All the Members of CC



ANAND INSTITUTE OF HIGHER TECHNOLOGY
KAZHIPATTUR – 603 103

Ref: AIHT/CC/2020-2021/MM2

Date: 26.11.2020

MINUTES OF THE MEETING (Canteen Committee)

The Canteen Committee meeting was held on 26.11.2020 at 10:00 A.M through Online. To discuss with regard to improving the quality of the food.

1. To discuss the operating time of the canteen
2. To discuss the varieties of menu sold in the canteen.
3. To discuss on the cleanliness and hygiene of the canteen workers / canteen
4. 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. 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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CANTEEN COMMITTEE MEETING ATTENDANCE

Date: 26.11.2020

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.	Pushparaj	Student Member	
13.	Aarthi C	Student Member	
14.	Archana	Student Member	

Convener

PRINCIPAL



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CANTEEN COMMITTEE MEETING ATTENDANCE

Date: 15.07.2020

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.	Austin Joseph M	Student Member	
11.	Velayutham V	Student Member	
12.	Pushparaj	Student Member	
13.	Aarthi C	Student Member	
14.	Archana	Student Member	

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ANAND INSTITUTE OF HIGHER TECHNOLOGY
KAZHIPATTUR – 603 103

Ref: AIHT/CC/2020-2021/MM1

Date: 15.07.2020

MINUTES OF THE MEETING (Canteen Committee)

The Canteen Committee meeting was held on 15.07.2020 at 10:00 A.M through Online. The following points were discussed.

MINUTES AND RESOLUTIONS

Convener started the meeting by welcoming all the members.

1. Covid-19 Protocols

- Canteen staff should follow the covid-19 protocol like wearing gloves, mask using sanitizer at the entrance.
- Students should follow the covid-19 protocols like wearing mask and using sanitizer.
- Covid-19 pamphlet should be pasted at the canteen entrance and inside the canteen.

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.

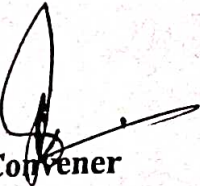
5. Canteen Survey

It is decided that a survey should be done periodically in order to get 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..
- Students can also register your Complaints through Grievance Redressal Cell/ Canteen Committee members.

Convener ended the meeting by thanking all the members.



Convener



PRINCIPAL