

Vedavyasa Institute of Technology, Karad(PO), Malappuram Dt.
Minutes of Canteen meeting -VVIT/HOD/MOM/1/2022-23 Even sem
Conducted during Even semester -Academic Year 2022-2023

Meeting Called By	Dr. Raji Rajan Prncipal: (Chairperson)
Type of Meeting	Monthly meeting in Canteen
Facilltator	Dr. Periasamy C
Venue	Principals Cabin
Date:	11/04/2023 Time: 3.00 p.m
Participants: Dr.Periasamy C HOD ECE Dr. Saravanan AP CE Arjun AP ME Sujikumar AP SH Shylaja Admn.Officer Shobana Manager Canteen	

Agenda: Monthly meeting in Canteen

No	Suggestion/ Matter Raised	Suggestions/Matters Discussed	Actions to be taken by
1	Consumable items(vegetables)	Must be purchased on daily. Ms Shobana must give the requirements one day in advance to the shopkeeper. Shopkeeper must load the items in the college bus.	Dr.Periasamy Shobana
2	Cooking	Ms Shobana must ensure proper cooking	Shobana
3	Menu	Ms Shobana must substitute Puttu with Wheat Poori for one day as per students request	Shobana
4	Inspections	Weekly inspections must be carried out by two faculties as per the directions of principal	Concerned staff
5	Painting	Decision taken to paint the Canteen Kitchen	Padmanaban
6	Fencing	Requested to management to provide fencing to avoid entry of cow near canteen premises.	Padmanaban

The above points were discussed and resolved so that the action will be done with immediate effect by all the members present.

Dr.Periasamy C

Arjun

Shylaja

Padmanaban

Dr. Saravanan

Sujikumar

Shobana

Chairperson

PRINCIPAL



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