

**CANTEEN COMMITTEE
PACHHUNGA UNIVERSITY COLLEGE**

MEETING MINUTE:

Meeting Number: 1 of 2021

DATE: 6th of October, 2021, at 7:30 pm.

AGENDA:

1. Drawing up of 'Work Plan'
2. Preparation for NAAC visit.
3. AOB

ATTENDEES:

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| 1. Dr. LalbiaksangiChawngthu – Chairman | 8. Dr. LalropariRenthlei - Member |
| 2. Dr. Lalthankungi – Vice Chairman | 9. Dr. Esther Laltlankimi - Member |
| 3. V Lalmalsawmi – Secretary | 10. Dr. Hilda Lalrinpuii - Member |
| 4. Juliana Vanrengpuii – Asst. Secretary. | 11. Dr. Siva Samba Rao Pasupuleti - Member |
| 5. Enid H Lalrammuani - Member | 12. Dr. Subhasis Das - Member |
| 6. Dr. Raghvendu Pathak - Member | 13. Lalnunkimi - Member |
| 7. Dr. Rajesh Kumar - Member | 14. Zothanpari - Member |

- The meeting opened with a brief introductory remark from the Dr. Lalbiaksangi, Chairman of the Committee.
- Mrs. Juliana Vanrengpuii, Assistant Secretary of the Committee gave a report of the Inspection of the two canteens which was done on the 6th of October, 2021, with the assistance of Pi Zothanpari, Member of the committee, and also reported on their recommendations.
- The members present discussed the agendas, and deliberated on the recommendations made.
- The Committee decided on the following points:

1. Work Plan: The committee decided that the 'Work Plan' for the period August, 2021 – July, 2022 will be drawn up by the Chairman, Vice Chairman, and the Secretaries.

2. The committee reviewed the work done during the previous session, and decided that the Food Truck facility will remain discontinued until the offline classes resume.

3. The committee discussed the safety and precautionary measures taken regarding the current covid-19 situation, and decided that Canteen-2 should not be allowed to serve anyone within the canteen building, and that they should strictly follow delivery-only service until further notice. This decision is temporary and based on the current situation, and is subject to revision and reversal as and when the situation improves. The committee will make a request to the Office of the Principal to issue a notice regarding the same, so that the tenants of Canteen-2, as well as the staff of the college, are made aware of the decision.

4. The committee also discussed the suggestion that a nominal rent of ₹500/- per month be collected from the tenants of both canteens, and decided to implement the suggestion, after approval from the Principal's office is obtained. The rent should be collected from both Canteen-1 and Canteen-2 from the new academic session. . Notice regarding the same will be given to the tenants. It has also been decided that the rent will be received monthly by the Assistant Secretary. The fund accumulated from the rental will go towards the maintenance of the canteen facilities.

5. The committee also decided that a monthly inspection of both canteens be made to ensure that quality and hygiene are maintained with regards to the facilities and the services, and to ensure that

Covid Appropriate Behaviour (CAB) and the SOP of the time are complied with, starting from the month of November, 2021. The inspections will be carried out by the members of the committee in rotation, and detailment for Inspection will be made on a monthly basis. The Chairman and the Secretaries will make carry out the inspection for November, 2021.

6. The committee also deliberated upon the need for major renovations and upgradation of both Canteen-1 and Canteen-2, and has made the following recommendations:

Recommendations:

For Both Canteen-1 and Canteen-2:

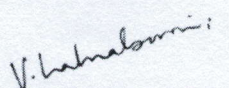
1. Concrete Kitchen Countertops to be constructed.
2. Window Frames to be repaired, and broken window panes to be replaced.
3. Concrete wash basin for washing dishes be constructed.
4. Separate Electric Meter Box to be installed.
5. Furniture to be cleaned, and repairs to be made where necessary.
6. New interior and exterior paint job to be done.

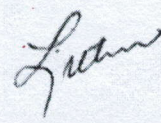
For Canteen-1:

1. New Carpet for the whole seating/serving floor.

For Canteen-2:

1. Pantry to be constructed in the kitchen
2. Repairs to be made on the partition walls.
3. Concrete work needed to repair the entryway (from the road to the canteen floor)
4. Floor (cemented) needs to be repaired


(V LALMALSAWMI)
Secretary


(Dr. LALBIAKSANGI CHAWNGTHU)
Chairman

Date: 8th October, 2021

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1. The Principal, for approval and information.
2. The Coordinator, IQAC, for information.

Coordinator
Internal Quality Assurance Cell
Pachhunga University College
(A constituent college of Mizoram University)