



# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

Ref: ACET/CC/2017-18

Date:12-08-2017

## Roles and Responsibilities of Canteen Committee

1. To see that the Canteen services to students / staff are good.
2. To fix the rates for the items served in the Canteen and to maintain cleanliness in the Canteen.
3. To plan and monitor the maintenance of all the infrastructure facilities concerned with the Hostel
4. To supervise all facilities/amenities and their up keep, receive complaints from students redress of grievances etc.
5. To supervise, take steps for the maintenance of canteen facilities with hygiene
6. To maintain and control the quality of food supplied in the canteen
7. To modernize the canteen equipment and cooking procedures
8. To control and make suggestions to the canteen management
9. To plan for all the infrastructure facilities required as per norms

*K. Swamy*  
Coordinator Canteen Committee

*[Signature]*  
Principal  
PRINCIPAL  
Aditya College of  
Engineering & Technology  
SURAMPALAM- 533 437

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PRINCIPAL  
Aditya College of  
Engineering & Technology



Ref: ACET/Canteen/2017-18/SOP

**CANTEEN COMMITTEE**  
**STANDARD OPERATING PROCEDURE(SOP)**  
**ACADEMIC YEAR 2017-2018**

1. Aditya College of Engineering & Technology(ACET) is having three canteens to cater the food requirements of students and staff.
2. One canteen is outsourced and another one is maintained by the college.
3. One pizza corner is also allowed inside the campus.
4. Hygienic and quality food in the college canteen and has to monitor the Quality levels in the outsourced Canteen also.
5. The canteen has to cater the needs of diversified categories of students and staff.
6. College canteen will be opened during regular hours of working and other outlets is allowed to operate beyond the regular hours of working which provides breakfast, lunch and dinner.
7. Dining tables, lights, fans with washing facility shall be provided and shall be Maintained properly from time-to-time.
8. The facilities and equipment shall be checked periodically and shall be replaced the damaged items, if any.
9. Canteen staff attendants shall maintain proper attire and cleanliness.
10. Canteen and outlets shall maintain the hygienic and right quality of food items And serve the best and to the satisfaction of students and staff.
11. Suggestion boxes are provided at appropriate places and the boxes shall be Opened periodically. All the suggestions received will be reviewed and Necessary measures will be initiated.
12. Grievances received from the Grievance Redressed Committee (GRC) shall be Reviewed, discussed and appropriate action will be initiated is consultations by the canteen committee members. The outcome related to grievance will be Initiated to GRC.
13. Canteen committee organizes two meeting regularly in an academic year to Discuss and review the on-going process, requirements, maintenance of canteen and outlets and minutes of meeting shall be prepared.with attendance of members.

*K. Swamy*  
Coordinator Canteen Committee

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# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surainpalem - 533437

Ref: ACET / Canteen / 2017 — 18/ C0

Date: 12-08-2017

## Canteen Committee — Convening Order

AY 2017 — 2018

The Canteen Committee is constituted with the following members for the academic year 2017 — 18 to monitor the arrangements for the smooth functioning of food catering in a hygienic manner.

S No	Name of the Committee Members	Designation	Role
1	Dr. T K Rama Krishna Rao	Principal	Chairman
2	Mr.Kaki Swamy	Assoc. Professor	Coordinator-1
3	Mr. Varada Venkata Subbarao	Asst. Profesor	Coordinator-2
4	Mr. Chikkam Swarna Durga Rao	Asst. Profesor	Member
5	Mr. Patamsetty Venkata Mahesh	Asst. Profesor	Member
6	Mr. Nethala Raju	Asst. Profesor	Member
7	Mr. Anakapalli Durga Shiva Shankar 16P35A0113	Student	Member
8	Mr. Ungarala Swaroopa Praveen 15P31A03B6	Student	Member
9	Ms. Pitani Asritha Lakshmi 14P31A0225	Student	Member
10	Mr. Riddhi Bharat Vanshi 14P35A0553	Student	Member

COPY TO:

1. All member of the Committee
2. IQAC

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# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

Ref: ACET/ CC/2017-18/Circular/1

Date: 13-08-2017

## Circular

All the staff members of the Canteen committee are here by informed that a meeting will be held on 15<sup>th</sup> August 2017 at 10.00 AM in the Seminar hall, Visveswarayya Bhavan with the following agenda.

- 1.To discuss and prepare standard Operating Procedure(SOP)
- 2.To discuss basic requirements of canteen.
- 3.To discuss menu of the Canteen and price lists displayed on the Canteen board.
4. To make some discussions/decisions on food items to be sold and approving the selling prices of all food items of the canteen.
5. To discuss about the quality and healthier dishes.
6. To discuss the condition of all physical facilities including dining table Sets, Servicing, cleanliness of utensils, napkins, ventilation, sign boards. service counter, windows, exhaust fans and all other equipments useful for for smooth running of the canteen.
7. placing a check list/menu of daily cooking items.

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# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

Ref: ACET/ CC/2017-18/1/MINUTS

Date:15-08-2017

## MINUTS OF Canteen Committee


Date of meeting	15 <sup>th</sup> August 2017	Duration:	10 to 11.30 AM
Venue	Seminar Hall ,Groundfloor, Visweswarayya Bhavan		
Reference	ACET/ CC/2017-18/1/MINUTS/Circular dated 13 <sup>th</sup> August 2017		

The canteen Committee meeting was held in the Seminar Hall room on 15<sup>th</sup> August 2017 at 10.00 A.M with the following agenda.


1. To discuss and prepare Standard Operating Procedure (SOP).
2. To discuss basic requirements of canteen.
- 3 . To discuss extension of Canteen Open and Close timings-Some Students requested the committee to extend the timings of the canteen. It brought to the notice to the committee members.
- 4.To discuss menu of the Canteen and Price Lists displayed on the canteen board.
5. To make some discussions/decisions on food items to be sold and Approving the selling prices of all food items of the canteen.
6. To discuss about the quality and Healthier dishes.
7. To place a suggestion box and a register in canteen premises.
8. To maintain calm and peaceful ambiance in the canteen.
9. placing a check list/menu of daily cooking items.
10. To ensure good presentation of food and delivery by the food counter.

The meeting of canteen Committee was commenced with the welcome note by the Coordinator of the canteen committee Mr.Kaki Swamy to all the members present. The Coordinator presented the agenda and requested the chairman to throw light on the issues and the discussion was started. The points of the agenda were discussed and the following resolutions were made.

**Members attended the meeting:**

S.No	Name of the Committee Members	Designation	Role	Signature
1.	Dr. T K Rama Krishna Rao	Principal	Chairman	
2.	Mr.Kaki Swamy	Assoc. Professor	Coordinator-1	K.Swamy
3.	Mr. Varada Venkata Subbarao	Asst. Profesor	Coordinator-2	v.v-subbar
4	Mr. Chikkam Swarna Durga Rao	Asst. Profesor	Member	Ch.D
5	Mr. Patamsetty Venkata Mahesh	Asst. Profesor	Member	P.V.Mahesh
6	Mr. Nethala Raju	Asst. Profesor	Member	n. Raju
7	Mr. Anakapalli Durga Shiva Shankar 16P35A0113	Student	Member	A.d Shankar
8	Mr. Ungarala Swaroopa Praveen 15P31A03B6	Student	Member	U.S.praveen
9	Ms. Pitani Asritha Lakshmi 14P31A0225	Student	Member	P.A. Lakshmi
10	Mr. Riddhi Bharat Vanshi 14P35A0553	Student	Member	R.B. vanshi

  
Coordinator Canteen Committee

  
Principal  
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PRINCIPAL  
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## RESOLUTIONS:

1 . Neatness /Hygiene: The canteen workers have to give importance to Cleanliness and hygiene and follow the rules framed in contract.

2. Suggestion/Complaint Register: It is decided that the suggestion or feedback.

3. Timings: It is decided to extend the timings of canteen on the request of some students.

4. Quality and Healthier dishes: It is decided to give quality and Healthier Food to students and also maintain varieties in menu card.

5.Price list: It is decided to sell all the food items of the canteen according to price list displayed.

6.Physical facilities of the canteen- It was decided that all physical facilities of the canteen should be properly maintained.

7.To place a suggestion box and a register in canteen premises-It Was decided to place a suggestion box in college premises.

8.To discuss the condition of all physical facilities including table sets. Servicing, cleanliness utensils, napkins, ventilation, sign boards. Service Counter, windows, exhaust fans and all other equipments useful for for Smooth running of the canteen.

Finally the coordinator thanked all members present for their dedication and commitment in carrying out system successfully.The meeting was concluded with thanks to the chair.



# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

Ref: ACET/ CC/2017-18/Circular /2

Date: 3-12-2017

## Circular

All the members of the Canteen Committee are hereby informed that a meeting will be held on 6<sup>th</sup> December 2017 at 10:00 AM in the Seminar Hall , Visweswarayya Bhavan with the following agenda:

- 1.Food quality, delivery time** - Some students pointed out that food quality has been decreased over last few months. Also some of the students told that the time of serving is also increased. The canteen committee was suggested that more number of canteen workers should be appointed and the canteen need a well trained cook.
- 2.Clean clothes, no tobacco chewing** - The canteen workers have to adhere to cleanliness and hygiene criteria mentioned in the contract which includes usage of clean clothes and no tobacco chewing in canteen area.
- 3.Open type kitchen** - It was decided that the students should have open type of kitchen for all canteens. It was decided that there should be a menu board in canteen it should be changed according to the daily menu.
- 4. Proper use of food** - It was observed that many of the students who are sitting in the first batch are wasting the food . As a result, students who eat in second batch and there after has not getting sufficient food with all ingredients. So in this meeting proper usage of food was discussed.
- 5.Regular feedback-** Regular feedback should be taken from student About the cleanliness and hygiene of the canteen.
- 6. Complaint Register/Complaint Box-** There should be complaint- Register/complaint Box maintained in the canteen to resolve the problems of the canteen. The complaint box is opened by the chairman of the college regularly.
- 7. Menu according to season-**Milkshakes in summer, soups in winter should be made available as is commonly done in all other canteens.

*K.Swamy*  
Coordinator Canteen Committee

*[Signature]*  
Principal  
PRINCIPAL  
Aditya College of  
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*[Signature]*  
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# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533434

Ref: ACET/ Canteen/2017-18/ MINUTES/2

Date: 6-12-2017

Date of meeting	6 <sup>th</sup> December 2017	Duration:	10 to 11.30 AM
Venue :	Seminar Hall ,Groundfloor, Visweswarayya Bhavan		
Reference	ACET/CC/2017-18/2/MINUTS/Circular dated 3 <sup>th</sup> December 2017		

The meeting of canteen Committee was commenced with the welcome note by the coordinator of the canteen committee Mr.Kaki Swamy to all the members present. The coordinator presented the agenda along with recommendations and requested the chairman to throw light on the issues and the discussion was started. The points of the agenda were discussed and the resolutions were made.

The chairman-Canteen Committee welcomed all the members to the meeting and appreciated everyone who worked for Accreditation process and anticipated the same contribution in future also. Further , chairman reviewed and discussed about the points of agenda.

**1.Food quality, delivery time** - Some students pointed out that food quality has been decreased over last few months. Also some of the students told that the time of serving is also increased. The canteen Committee was suggested that more number of canteen workers should be appointed and the canteen need a well trained cook.

**2. Clean clothes, no tobacco chewing** - The canteen workers have to adhere to cleanliness and hygiene criteria mentioned in the contract which includes usage of clean clothes and no tobacco chewing in canteen area.

**3.Open type kitchen** - It was decided that the students should have open type of kitchen for all canteens. It was decided that there should be a menu board in canteen it should be changed according to the daily menu.


**4.Proper use of food** - It was observed that many of the students who Are sitting in the first batch are wasting the food . As a result, students who sat in second batch and there after has not getting s sufficient food with all ingredients. So in this meeting proper usage of food was discussed.

**5.Regular feedback-** Regular feedback should be taken from students about the cleanliness and hygiene of the canteen.

**6.Complaint Register/Complaint Box-** There should be complaint-Register/complaint Box maintained in the canteen to resolve the Problems of the canteen. The complaint box is opened by the chairman of the college regularly.

**7. Menu should be according to season** - menu consists of variety of Milkshakes in summer, soups in winter should be made available as is Commonly done in all other canteens.

Members attended the meeting:-

S.No	Name of the Committee Members	Designation	Role	Signature
1.	Dr. T K Rama Krishna Rao	Principal	Chairman	
2.	Mr.Kaki Swamy	Assoc. Professor	Coordinator-1	K.Swamy
3.	Mr. Varada Venkata Subbarao	Asst. Profesor	Coordinator-2	N.V. Subbarao
4	Mr. Chikkam Swarna Durga Rao	Asst. Profesor	Member	Ch. Dura
5	Mr. Patamsetty Venkata Mahesh	Asst. Profesor	Member	P.V. Mahesh
6	Mr. Nethala Raju	Asst. Profesor	Member	N. Raju
7	Mr. Anakapalli Durga Shiva Shankar 16P35A0113	Student	Member	Ad Shankar
8	Mr. Ungarala Swaroopa Praveen 15P31A03B6	Student	Member	U.S. praveen
9	Ms. Pitani Asritha Lakshmi 14P31A0225	Student	Member	P.A. Lakshmi
10	Mr. Riddhi Bharat Vanshi 14P35A0553	Student	Member	R. B. Vanshi

K.Swamy  
Coordinator Canteen Committee

  
Principal

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## **RESOLUTIONS:**

**1. Food quality, delivery time-** It was decided to provide quality food To the students and delivery time should be increased.

**2. Clean clothes, no tobacco chewing-** It was decided that there should be proper wear and neat clothes by canteen workers. And there should be no tobacco chewing.

**3.Open type kitchen-** It was decided that there should be open type Kitchens in all the three canteen and asked the canteen contractor to make arrangements.

**4.Proper use of food-** It was decided that there should be no food wastage in the canteen committee asked the contractor to make such arrangement.

**5. Regular feedback-** It was decided in minutes meeting to take regular feedback from the students about the quality and cleanliness all other things.

**6.Complaint Register/Complaint Box-** It was decided there should Should be a complaint register/complaint box in the canteen premises for taking suggestions and complaints.

**7.Menu should be according to season-**It was decided that ther should be a Seasonal menu to be implemented in the canteen.

The committee ordered the canteen Contractor to implement all the above points discussed within 10 days.

Finally the coordinator thanked all members present for their dedication and commitment in carrying out the meeting successfully. The meeting was concluded with thanks to the chair.