



# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC

Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Ref: ACOE/CC/2020-21/Constitution of Canteen Committee

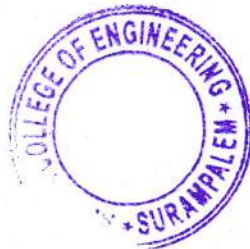
30-11-2020

## CANTEEN COMMITTEE 2020-21

### NOTICE

The undersigned is pleased to constitute the canteen committee (CC) with the following members for the academic year 2020-21 to monitor and updating the quality of all canteen facilities in the college due to Covid-19 Protocols.

S.No.	Name of the staff	Designation	Role
1	Mr..Dr.A Ramesh	Principal	Chairman
2	Mr.Ch Naresh	Asst.Proffessor-CE	Convener
3	Mr.Mule prem kumar Reddy	Asst.Proffessor-ME	Member
4	Mr.Manoj	Asst.Proffessor-EEE	Member
5	Mr.Chandra shekar	Asst.Proffessor-CSE	Member
6	Mr.Mandipudi Raghunath	Asst.Proffessor-ECE	Member
7	Mr. Marneedi Srinivasu	Asst.Proffessor-H&BS	Member
8	Mr.B.Vamsi Krishna	II B.Tech ME	Student Member
9	Mr.K.Gangadhara Rao	II B.Tech ME	Student Member
10	Mr. Ch. Kamal	II B.Tech CE	Student Member
11	Mr. I. Rajesh	II B.Tech CE	Student Member
12	Mr. K. Raviteja	II B.Tech EEE	Student Member
13	Mr. M. Satya Sai	II B.Tech EEE	Student Member
14	Mr. A. Aruna	II B.Tech ECE	Student Member
15	Mr. A. Surendravarma	II B.Tech ECE	Student Member
16	Mr. L. Naveen	II B.Tech CSE	Student Member



Cc to All the members of CC

  
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Ref: ACOE/CC/2020-21/1/Circular

30-11-2020

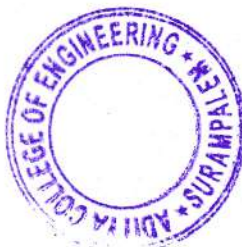
## CIRCULAR

All the members of the Canteen Committee are hereby informed that a meeting will be held on 4 Dec 2020 at 10:00 AM in the conference room, Ramanujan Bhavan with the Following agenda:

### AGENDA

1. To discuss and prepare standard Operating Procedure (SOP).
2. To discuss requirements of canteen and to maintain the Covid-19 Protocol.
3. Measures to maintain quality and taste of food items.
4. Sanitize the canteen tables and cleaning area due to Covid-19.
5. To place a suggestion box and a register in canteen premises to check on daily bases.

  
Convener-CC



  
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Cc to: All members of CC





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Ref: ACOE/CC/2020-21/1/MINUTES

04-12-2020

## MINUTES OF CC Academic Year 2020-21

Date of meeting	04 <sup>th</sup> Dec 2020	Duration	10:00 AM to 12 PM
Venue	Conference Room, First floor, Ramanujan Bhavan		
Reference	ACOE/CC/2020-21/1/Circular Dated 30 <sup>th</sup> Nov 2020		

The Canteen Committee meeting was held in the international cell room on 04<sup>th</sup> Dec 2020 at 10.00 am.

The meeting of canteen committee of Aditya College of Engineering held on 04<sup>th</sup> Dec 2020 with the following agenda:

1. To discuss and prepare standard Operating Procedure (SOP)
2. To discuss requirements of canteen and to maintain the Covid-19 Protocol.
3. Measures to maintain quality and taste of food items.
4. Sanitize the canteen tables and cleaning area due to Covid-19.
5. To place a suggestion box and a register in canteen premises to check on daily bases.

### MINUTES AND RESOLUTIONS

1. Neatness/Hygiene: The Canteen workers have to adhere to cleanliness and hygiene and follow the Covid-19 rules as mentioned.
2. Suggestion/Complaints Register: It is decided that the suggestion/complaint register should be kept in canteen for regular feedback in the pandemic situation.
3. Seasonal Menu: Seasonal Menu like Milkshakes in summers, Soups in winters etc. Have to be made available in the canteen.
4. Canteen Survey: It is decided that a survey should be done in regular intervals to get feedback on quality, hygiene, varieties in menu card due to Covid-19.
5. Delivery time: Service time has increased. It was suggested that more number of canteen workers and specialized cook would solve this problem

Finally The Chairman and the Convener thanked all the members present for their dedication and commitment in carrying out system successfully.

The meeting was concluded with thanks to the Chair.



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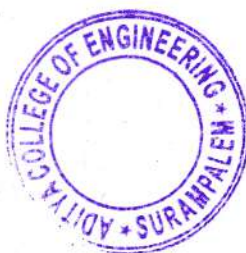
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Members attended the meeting on 04<sup>th</sup> Dec 2020

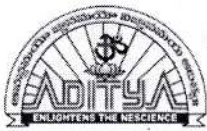
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Ref: ACOE/CC/2020-21/SOP

04-12-2020

## CANTEEN COMMITTEE

### STANDARD OPERATING PROCEDURE (SOP)

#### Academic Year 2020-2021

1. Aditya College of Engineering (ACOE) 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 will be served by the college canteen and monitors the quality levels in the outsourced outlets also.
5. The canteens caters 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, launch 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 suggestion received will be reviewed and necessary measures will be initiated.
12. Grievances received from the Grievance Committee (GRC) shall be reviewed, discussed and appropriate action will be initiated is consultations with 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.
14. The draining area / canteen / outlets are covered by closed circuit TV connects for the safety, security as well as to monitor the disputes among students, if any . Apart from CCTV Cameras, security provided shall also be deployed to guard the equipment and dining areas.

  
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