



# 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/2021-22/Constitution of Canteen Committee

29-06-2021

## CANTEEN COMMITTEE 2021-22

### NOTICE

The undersigned is pleased to constitute the canteen committee (CC) with the following members for the academic year 2021-22 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	Dr A. Ramesh	Principal	Chairman
2	Mr CH Naresh	HOD-CE	Convener
3	Mrs. K. Lakshmi	Asso.Profe-EEE	Member
4	Dr Pullela.S.V.V.S.Ravi Kumar	Dean – Academics	Member
5	Prof. K Manoz Kumar Reddy	HOD - EEE	Member
6	Dr G.Rama Krishna	HOD - ECE	Member
7	Dr Y K S Subbarao	HoD - ME	Member
8	Ms. Gedala hema latha	II B.Tech CE	Student Member
9	Mr. Kattepogu babu	II B.Tech CE	Student Member
10	Mr. Vangala upendra	II B.Tech EEE	Student Member
11	Mr.karri nagendra babu	II B.Tech EEE	Student Member
12	Mr.lanka varun	II B.Tech ME	Student Member
13	Mr.tutta jagadeesh	II B.Tech ME	Student Member
14	Mr.kone abdoul	II B.Tech ECE	Student Member
15	Mr. Palepu satya	II B.Tech ECE	Student Member
16	Ms.vegulla ramya	II B.Tech ECE	Student Member

PRINCIPAL  
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Aditya College of Engineering  
SURAMPALAM - 533 437

Cc to All the members of CC





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Ref: ACOE/CC/2021-22/1/Circular

29-06-2021


## CIRCULAR

All the members of the Canteen Committee are hereby informed that a meeting will be held on 14 July 2021 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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Aditya College of Engineering  
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Cc to: All members of CC



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Ref: ACOE/CC/2021-22/1/MINUTES

04-07-2021

## MINUTES OF CC Academic Year 2021-22

Date of meeting	14 <sup>th</sup> July 2021	Duration	10:00 AM to 12 PM
Venue	Conference Room, First floor, Ramanujan Bhavan		
Reference	ACOE/CC/2021-22/1/Circular Dated 29 <sup>th</sup> June 2021		

The Canteen Committee meeting was held in the international cell room on 14<sup>th</sup> July 2020 at 10.00 am.

The meeting of canteen committee of Aditya College of Engineering held on 14<sup>th</sup> July 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.
6. Measures to quality and taste of food items.
7. To monitor the condition and updating the quality of all canteen facilities including dining Table sets, catering services, cleanliness, hygiene, utensils, napkins, ventilation, sign Boards, service counter, smoke-free environment, windows, exhaust fans and all other Equipments useful for crushing and cooking food items.
8. To maintain the necessary arrangements in Canteen for smooth operation under covid-19 protocol.
9. To ensure good presentation of food and delivery by the food counter attendants.
10. To ensure best practices of cleaning followed by wiping the utensils.





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11. To Sanitize the canteen area for every 3 hours based on the Covid-19 protocol.

The meeting of Canteen Committee was commenced with the welcome note by Convener-Canteen Committee, Mr. CH Naresh to all the members present. The Convener 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

## 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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Members attended the meeting on 14<sup>th</sup> July 2021

S.No.	Name of the Staff	Designation	Role	Signature
1	Dr A. Ramesh	Principal	Chairman	
2	Mr CH Naresh	HOD-CE	Convener	
3	Dr Marxim Rahula Bharathi B	Asso.Proffessor- Mech	Member	
4	Dr Pullela.S.V.V.S.Ravi Kumar	Dean – Academics	Member	
5	Prof. K Manoz Kumar Reddy	HOD - EEE	Member	
6	Dr G.Rama Krishna	HOD - ECE	Member	
7	Dr Y K S Subbarao	HoD - ME	Member	
8	Ms. GEDALA HEMA LATHA	II B.Tech CE	Student Member	
9	Mr. KATTEPOGU BABU	II B.Tech CE	Student Member	
10	Mr. VANGALA UPENDRA	II B.Tech EEE	Student Member	
11	Mr.KARRI NAGENDRA BABU	II B.Tech EEE	Student Member	
12	Mr.LANKA VARUN	II B.Tech ME	Student Member	
13	Mr.TUTTA JAGADEESH	II B.Tech ME	Student Member	
14	Mr.KONE ABDOUL	II B.Tech ECE	Student Member	
15	Mr. PALEPU SATYA	II B.Tech ECE	Student Member	
16	Ms.VEGULLA RAMYA	II B.Tech ECE	Student Member	

Convener - CC

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Ref: ACOE/CC/2021-22/SOP

14-07-2021


## CANTEEN COMMITTEE

### STANDARD OPERATING PROCEDURE (SOP)

#### Academic Year 2021-2022

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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Ref: ACOE/CC/2021-22/2/Circular

27-02-2022

## CIRCULAR

All the members of the Canteen Committee are hereby informed that a meeting will

Be held on 08<sup>th</sup> Feb 2022 at 10:00 AM in the conference room, Ramanujan Bhavan with the following agenda:

### AGENDA

1. TO discuss the canteen and outlets functionality and to take proper measurements to suggestion/complaints given by students and staff through the GRC.
2. Measures to quality and taste of food items.
3. To monitor the condition and updating the quality of all the canteen facilities including dining table sets, catering services, cleanliness, hygiene, utensils, napkins, ventilation, sign boards, service counter, smoke-free environment, windows, exhaust fans and all other equipments useful for crushing and cooking food items.
4. To place a suggestion box and a register in canteen premises to check on daily bases.
5. To own the responsibility of ensuring good quality of raw food materials, cooking and serving processes, and verifying with the checklist.
6. To own the responsibility of ensuring good quality of raw food materials, cooking and serving processes, and verifying with the checklist.
7. To ensure good presentation of food and delivery by the food counter attendants.
8. To ensure best practices of cleaning followed by wiping the utensils.
9. To help train all the canteen mainly with their way of talking, doing processes,  
And attire.

  
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Ref:ACOE/CC/2021-22/2/MINUTES

27-02-2022

## MINUTES OF CC

Academic Year 2021-22

Date of meeting	18 <sup>th</sup> March 2022	Duration	10:00 AM to 12 PM
Venue	Conference Room, First floor, Ramanujan Bhavan		
Reference	ACOE/CC/2021-22/1/Circular Dated 27-02-2022		

The Canteen Committee meeting was held in the international cell room on 27<sup>th</sup> Feb 2022 at 10.00 am.

The meeting of canteen committee of Aditya College of Engineering held on 27<sup>th</sup> Feb 2022 with the following agenda;

1. To discuss the canteen and outlet functionally and to take proper measurements to suggestions/complaints given by students and staff through the GRC
2. Measures to quality and taste of food items.
3. To monitor the condition and updating the quality of all canteen facilities including dining table sets, catering services, cleanliness, hygiene, utensils, napkins, ventilation, sign boards, service counter, smoke-free environment, windows, exhaust fans and all other equipments useful for crushing and cooking food items.
4. To place a suggestion box and a register in canteen premises to check on daily bases.
5. To maintain the necessary arrangements in canteen for smooth operation.
6. To own the responsibility of ensuring good quality of raw food materials, cooking and serving processes, and verifying with the checklist.
7. To ensure good presentation of food and delivery by the food counter attendants.
8. To ensure best practices of cleaning followed by wiping the utensils.
9. To help train all the canteen staff for creating and maintain a pleasant decorum in canteen mainly with their way of talking, doing processes, and attire.





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## MINUTES AND RESOLUTIONS

1. NEATNESS/Hygiene: The Canteen workers have to adhere to cleanliness and hygiene and follow the rules mentioned in the contract.
2. Suggestion/Complaints Register: It is decided that the suggestion/complaint register should be kept in canteen for regular feedback.
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.
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 workers and specialized cook would solve this problem.

The meeting was concluded with thanks to the Chair.





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Members attended the meeting on 18<sup>th</sup> March 2022

S.No.	Name of the Staff	Designation	Role	Signature
1	Dr A. Ramesh	Principal	Chairman	
2	Mr CH Naresh	HOD-CE	Convener	
3	Dr Marxim Rahula Bharathi B	Asso.Proffessor-Mech	Member	
4	Dr Pullela.S.V.V.S.Ravi Kumar	Dean – Academics	Member	
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Convener-CC

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