



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC
 Recognized by UGC under Sections 2(f) and 2(b) of UGC Act, 1956
 Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Ref: ACOE/CC/2022-23/Constitution of Canteen Committee

29-06-2022

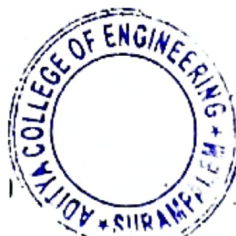
CANTEEN COMMITTEE 2022-23

NOTICE

The undersigned is pleased to constitute the canteen committee (CC) with the following members for the academic year 2022-23 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 - A&A	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	III B.Tech CE	Student Member
9	Mr. Kattepogu babu	III B.Tech CE	Student Member
10	Mr. Vangala upendra	III B.Tech EEE	Student Member
11	Mr.karri nagendra babu	III B.Tech EEE	Student Member
12	Mr.lanka varun	III B.Tech ME	Student Member
13	Mr.tutta jagadeesh	III B.Tech ME	Student Member
14	Mr.kone abdoul	III B.Tech ECE	Student Member
15	Mr. Palepu satya	III B.Tech ECE	Student Member
16	Ms.vegulla ramya	III B.Tech ECE	Student Member


 Convener-CC




 PRINCIPAL
 Aditya College of Engineering
 SURAMPALAM - 533 437

Cc to All the members of CC



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Ref: ACOE/CC/2022-23/1/Circular

29-06-2022

CIRCULAR

All the members of the Canteen Committee are hereby informed that a meeting will be held on 14 July 2022 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.


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Ref: ACOE/CC/2022-23/1/MINUTES

04-12-2022

MINUTES OF CANTEEN COMMITTEE

Academic Year 2022-23

Date of meeting	14 th July 2022	Duration	10:00 AM to 12 PM
Venue	Conference Room, First floor, Ramānujan Bhavan		
Reference	ACOE/CC/2022-23/1/Circular Dated 29 th June 2022		

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

The meeting of canteen committee of Aditya College of Engineering held on 04th 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.
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, smokefree 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 present 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 Surey: 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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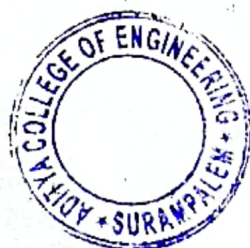
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Members attended the meeting on 14th July 2022

S.No.	Name of the Staff	Designation	Role	Signature
1	Dr A. Ramesh	Principal	Chairman	
2	Mr CH Naresh	HOD-CE	Convener	
3	Mrs. K. Lakshmi	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	
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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/2022-23/SOP

14-07-2022

CANTEEN COMMITTEE

STANDARD OPERATING PROCEDURE (SOP)

Academic Year 2022-2023

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 cater the needs of diversified categories of students and staff.
6. College canteen will be opened during regular hours of working and other outlets are 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 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.


Converter - CC




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