

# 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/2023-24/Constitution of Canteen Committee

17-07-2023

## CANTEEN COMMITTEE 2023-24

### NOTICE

The undersigned is pleased to constitute the canteen committee (CC) with the following members for the academic year 2023-24 to monitor and updating the quality of all canteen facilities in the college

S.No	Name of the staff	Designation	Role
1	Mr. Dr.A Ramesh	Principal	Chairman
2	Dr. Swamynadh	Associate Professor-CE	Convener
3	Mr.Mule Premkumar Reddy	Asst. Professor-ME	Member
4	Mr. M.V Kumar Reddy	Asst. Professor-EEE	Member
5	Ms. P Hema Venkata Ramana	Asst. Professor-CSE	Member
6	Mr. Mandipudi Raghunath	Asst. Professor-ECE	Member
7	Dr. Ch. Rajasekhar Reddy	Asst. Professor-H&BS	Member
8	AbinashSingh Kushwaha	II year, CE	Student(22MH1A0101)
9	Mahamad Ali	II year, CE	Student(22MH1A0110)
10	Tamatapu shyam	II year, EEE	Student(21MH1A0241)
11	Balle Jahnvi	II year, EEE	Student(21MH1A0206)
12	Panchadarla Naidu	II year, MECH	Student(23MH5A0330)
13	Chinthakayala D Siva Ram Charan	II year, MECH	Student(23MH5A0306)
14	Udimudis Sri Venkata Bhaskar	II year, ECE	Student(22MH1A04F0)

15	Elubandi Kranthi Kumar	II year, ECE	Student(22MH1A04G4)
16	Dannana P Chandra Sekhar Naidu	II year, CSE	Student(22MH1A0588)
17	Bhoga Bhadragiri	II year, CSE	Student(22MH1A0588)



A handwritten signature in green ink, appearing to be "A. M. S.", written over the printed name of the principal.

PRINCIPAL

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Aditya College of Engineering  
SURAMPALEM - 533 437

Cc to All the members of CC



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Ref: ACOE/CC/2023-24/1/Circular

17-07-2023

## CIRCULAR

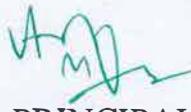
All the members of the Canteen Committee are here by informed that a meeting will be held on 18 July 2023 at 10:00 AM in the Seminar hall(Room No : 307), James Watt Bhavan with the Following agenda:

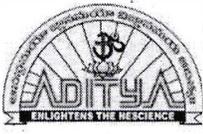
### AGENDA

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. Provide bus facility for the canteen .
5. To place a suggestion box and a register in canteen premises to check on daily bases.

  
Convener-CC



  
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SURAMPALAM - 533 437



Ref: ACOE/CC/2023-24/1/MINUTES

19-07-2023

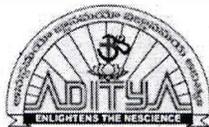
## MINUTES OF CC Academic Year 2023-24

Date of meeting	18 <sup>th</sup> July 2023	Duration	10:00 AM to 12 PM
Venue	James watt Bhavan Seminar hall (Room No : 307)		
Reference	ACOE/CC/2023-24/1/Circular Dated 17 <sup>th</sup> July 2023		

The Canteen Committee meeting was held in the James watt Bhavan seminar hall (Room No: 307) on 18<sup>th</sup> July 2023 at 10.00 AM.

The meeting of canteen committee of Aditya College of Engineering held on 18<sup>th</sup> July 2023 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. To place a suggestion box and a register in canteen premises to check on daily bases.
5. Measures to quality and taste of food items.
6. 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.
7. To maintain the necessary arrangements in Canteen for smooth operation under covid-19 protocol.
8. To ensure good presentation of food and delivery by the food counter attendants.
9. To ensure best practices of cleaning followed by wiping the utensils.



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

The meeting of Canteen Committee was commenced with the welcome note by Convener-Canteen Committee, Dr. V Swamy nadh 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 resigster 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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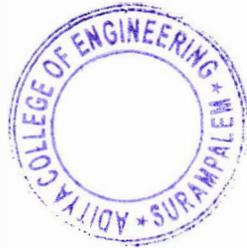
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Members attended the meeting on 18<sup>th</sup> July 2023

S.No	Name of the staff	Designation	Role	Signature
1	Mr. Dr.A Ramesh	Principal	Chairman	
2	Dr. Swamynadh	Associate Professor-CE	Convener	
3	Mr.Mule Premkumar Reddy	Asst. Professor-ME	Member	
4	Mr. M.V Kumar Reddy	Asst. Professor-EEE	Member	
5	Ms. P Hema Venkata Ramana	Asst. Professor-CSE	Member	
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12	Panchadarla Naidu	II year, MECH	Student(23MH5A0330)	
13	Chinthakayala D	II year,	Student(23MH5A0306)	

	Siva Ram Charan	MECH	Student(22MH15A0306)	Siva Ram
14	Udimudis Sri Venkata Bhaskar	II year, ECE	Student(22MH1A04F0)	U. Sri Venkata Bhaskar
15	Elubandi Kranthi Kumar	II year, ECE	Student(22MH1A04G4)	Kranthi Kumar
16	Dannana P Chandra Sekhar Naidu	II year, CSE	Student(22MH1A0588)	P.C.S. Naidu
17	Bhoga Bhadrugiri	II year, CSE	Student(22MH1A0588)	B. Bhadrugiri

  
Convener- C C



  
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Ref: ACOE/CC/2023-24/SOP

26-07-2023

## CANTEEN COMMITTEE

### STANDARD OPERATING PROCEDURE (SOP)

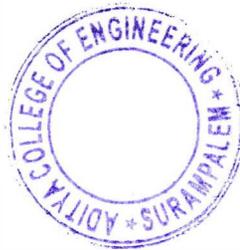
#### Academic Year 2023-2024

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 Shell Be Provided and Shell 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.



Convener – CC



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