



## Narasaraopeta Engineering College

(Autonomous)

Approved by AICTE, Permanently affiliated to JNTUK, Kakinada

Accredited by NBA, NAAC with 'A+' Grade

Kotappakonda Road, Yellamanda Post, Narasaraopet - 522601 Palnadu Dist., A.P

NEC/ CC / 2023 -24 / Constitute of Committee

Date: 26-06-2023

### 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.

Sl.No	Name of the member	Designation	Dept	Role
1	Dr.M.Sreenivasa Kumar	Principal	ME	Chairman
2	Dr. P. Pattabhiram	Assoc.Prof	MBA	Convener
3	Sk.Abdul kalam	Assoc.Prof	EEE	Member
4	P.Srinivasa Rao	Asst.Prof	ME	Member
5	P. Jaya Babu	Asst.Prof	ECE	Member
6	Sk.Rafi	Asst.Prof	CSE	Member
7	M.Purnachandra Rao	Asst.Prof	BS&H	Member
8	N.M.Subhani	Asst.Prof	CE	Member
9	Ch. Sravan Kumar	Asst.Prof	MCA	Member
10	Daka Bala Tripura Sundari	21475A0220	EEE	Student Member
11	A.Srilatha	21471A0503	CSE	Student Member
12	SK.Yasin	21475A0109	CE	Student Member
13	S.Rohit Venkata Bramha Sai	21471A04B1	ECE	Student Member
14	Allam Tirumala Raju	21471A0314	ME	Student Member
15	P.Hema	21471F0050	MCA	Student Member



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### **Canteen Committee**

### **Functions and Responsibilities**

**Academic Year: 2023-24**

1. Monitoring the timings of the Canteen.
2. Discussing and fixing up of menu and Price lists.
3. Supervising the quality and taste of food items.
4. Giving suggestions regarding 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 equipment's useful for crushing and cooking food items.
5. Look after the necessary arrangements in Canteen for smooth operation.
6. Taking care of the responsibility of ensuring good quality of raw food materials, cooking and serving processes, and verifying with the checklist.



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**Ref: NEC/ CC / 2023 -24 / Constitute of Committee/1**

Date: 27-06-2023

### **CIRCULAR**

All the members of the Canteen Committee are hereby informed that a meeting will be held on 28-06-2023 at 4:00 PM in the MBA Seminar Hall (Block-3) with the following agenda.

#### **AGENDA:**

1. To discuss take precautions and Sanitisation
2. To discuss and prepare Standard Operating procedure (SOP).
3. To discuss requirements of canteen.
4. To discuss and finalize Canteen Open and Close timings.
5. To discuss canteen Menu and price lists at canteen and outlet.
6. To make the decisions on food items to be sold and approving the selling prices.
7. Measures to quality and taste of food items.
8. 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 equipment's useful for crushing and cooking food items.
9. To place a suggestion box and a register in canteen premises to check on daily bases.
10. To maintain the necessary arrangements in Canteen for smooth operation.
11. To own the responsibility of ensuring good quality of raw food materials, cooking and serving processes, and verifying with the checklist.
12. To ensure good presentation of food and delivery by the food counter attendants.
13. To ensure best practices of cleaning followed by wiping the utensils.
14. To help train all the canteen staff for creating and maintaining a pleasant decorum in canteen mainly with their way of talking, doing processes, and attire.



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**Ref: NEC/ CC / 2023 -24 /Minutes of Meeting-1**

Date: 28-06-2023

### **Minutes of Canteen Committee meeting**

The meeting of Canteen Committee was commenced with the welcome note by Dr.P.Pattabhi Ram, Convener-Canteen Committee to all the member 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. The Canteen Committee meeting was held in the MBA Seminar Hall (Block-3) on 28-06-2023 at 4:00 PM. with the following agenda.

#### **Agenda**

1. To discuss take precautions and Sanitisation
2. To discuss and prepare Standard Operating Procedure (SOP).
3. To discuss requirements of canteen.
4. To discuss and finalize Canteen Open and Close timings.
5. To discuss Canteen Menu and Price lists at canteen and outlet.
6. To make the decisions on food items to be sold and approving the selling prices.
7. Measures to quality and taste of food items.
8. 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.



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9. To place a suggestion box and a register in canteen premises to check on daily bases.
10. To maintain the necessary arrangements in Canteen for smooth operation.
11. To own the responsibility of ensuring good quality of raw food materials, cooking and serving processes, and verifying with the checklist.
12. To ensure good presentation of food and delivery by the food counter attendants.
13. To help train all the canteen staff for creating and maintaining a pleasant decorum in canteen mainly with their way of talking, doing processes, and attire.

#### **Minutes and Resolutions:**

1. **Neatness/Hygiene:** The Canteen workers have to adhere to follow the cleanliness and hygiene and follow the rules mentioned in the contract.
2. **Canteen Survey:** It is decided that a survey should be done in regular intervals to get feedback on quality, hygiene, varieties in menu card.
3. **Delivery time:** Service time has increased. It was suggested that more number of canteen workers and specialized cook would solve this problem.
4. **Canteen Modernization:** Committee come to a conclusion regarding modernization of canteen in this Academic year. This can be bring to our college management and to get a positive decision.

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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**Date: 28-06-2023**

**The following members are attended the meeting**

SI. No	Name of the member	Designation	Dept.	Role
1	Dr.M.Sreenivasa Kumar	Principal	ME	Chairman
2	Dr. P. Pattabhiram	Assoc.Prof	MBA	Convener
3	Sk.Abdul kalam	Assoc.Prof	EEE	Member
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15	P.Hema	21471F0050	MCA	Student Member



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Ref: NEC/CC/2023 -24 / SOP

Date: 28-06-2023

**CANTEEN COMMITTEE**

**STANDARD OPERATING PROCEDURE (SOP)**

**Academic Year 2023-2024**

1. Narasaraopeta Engineering College (NEC) is providing to cater the food requirements of students and staff.
2. One Fast food canteen is also allowed inside the campus.
3. Hygienic and quality food will be served by the college canteen and monitors the quality Levels in the canteen like sanitisation.
4. The canteen cater the needs of diversified categories of students and staff.
5. 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.
6. Dining tables, lights, fans with washing facility shall be provided and shall be maintained properly from time-to-time.
7. The facilities and equipment shall be checked periodically and shall be replaced the damaged items, if any.
8. Canteen staff/attendants shall maintain proper attire and cleanliness.
9. 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.
10. 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.
11. 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.