



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 / 2025 -26 / Constitute of Committee

Date: 11-08-2025

Canteen Committee 2025-26

NOTICE

The undersigned is pleased to constitute the Canteen Committee (CC) with the following members for the academic year 2025-26 to monitor and updating the quality of all canteen facilities in the college.

Sl.No	Name of the member	Designation	Dept	Role
1	Dr. S. Venkateswarlu	Principal	ECE	Chairman
2	Dr. P. Pattabhiram	Professor	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	Dr. K. Suresh	Asst.Prof	CSE	Member
7	M. Purnachandra Rao	Asst.Prof	BS&H	Member
8	N. M. Subhani	Asst.Prof	CE	Member
9	K. Sai Yaswanth	Asst.Prof	AIML	Member
10	N.Moulali	Asst.Prof	IT& AI	Member
11	B.N.V.Udaya Lakshmi	Asst.Prof	MCA	Member
12	S. Hemanth	24471A42AM	AIML	Student Member
13	V. Trinadh	24471A0234	EEE	Student Member
14	M. Veerendra	24471A05NJ	CSE	Student Member
15	G. Yesu Babu	24471A0105	CE	Student Member
16	N. Mahendra	24471A04CD	ECE	Student Member
17	Sd. Kadheer	24471A0325	ME	Student Member
18	K.Naga Anantha sai Balaji	24471A43BS	AI	Student Member
19	U. Bhaskar	24471E0004	MBA	Student Member
20	J. Lakshmi Bharathi	24471F0018	MCA	Student Member

Principal

Cc To: Chairman/Secretary for information
All HOD's
All the members of Canteen Committee



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Canteen Committee
Functions and Responsibilities
Academic Year: 2025-26

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.

Principal

Cc to:

- All the members of Canteen Committee



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Ref: NEC/ CC / 2025 -26 / Constitute of Committee/1

Date: 12-08-2025

CIRCULAR

All the members of the Canteen Committee are hereby informed that a meeting will be held on 13-08-2025 at 4:10 PM in the 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 maintain the necessary arrangements in Canteen for smooth operation.
10. To own the responsibility of ensuring good quality of raw food materials, cooking and serving processes, and verifying with the checklist.
11. To ensure good presentation of food and delivery by the food counter attendants.
12. To ensure best practices of cleaning followed by wiping the utensils.
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.

Convener

Canteen Committee

Principal



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Ref: NEC/ CC / 2025 -26 /Minutes of Meeting-1

Date: 14-08-2025

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 Seminar Hall (Block-3) on 13-08-2025 at 4:10 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 maintain the necessary arrangements in Canteen for smooth operation.
10. To own the responsibility of ensuring good quality of raw food materials, cooking and serving processes, and verifying with the checklist.
11. To ensure good presentation of food and delivery by the food counter attendants.
12. To ensure best practices of cleaning followed by wiping the utensils.
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.

Convener
Canteen Committee

PRINCIPAL

	<p style="text-align: center;">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 Andhra Pradesh Dist., A.P</p>
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The following members are attended the meeting

Sl.No	Name of the member	Designation	Dept	Role	Signature
1	Dr. S. Venkateswarlu	Principal	ECE	Chairman	
2	Dr.P.Pattabhiram	Professor	MBA	Convener	
3	Sk.Abdul kalam	Assoc.Prof	EEE	Member	
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Convener
Canteen Committee

Principal



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Ref: NEC/CC/2025 -26 / SOP

Date: 14-08-2025

CANTEEN COMMITTEE
STANDARD OPERATING PROCEDURE (SOP)
Academic Year 2024-2025

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. 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.
10. 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
Canteen Committee

PRINCIPAL