

CANTEEN COMMITTEE

The Canteen Committee oversees the operation of the college canteen, which serves as a hub for students and faculty from various courses. It ensures that the canteen maintains a clean and hygienic environment and provides a variety of edible items to meet the needs of the college community. The committee also monitors and approves the rates charged for food items to ensure they are reasonable and fair. The canteen operates on all working days from 8:30 am to 5:30 pm.

The Canteen Committee plays a crucial role in ensuring the provision of hygienic and nutritious food at reasonable prices, essential for the comfort and well-being of the college community. Its responsibilities include monitoring the canteen's operations, implementing and reviewing policies, and making decisions related to menu changes.

Functions of the Canteen Committee/Cell:

1. To supervise, take steps for the maintenance of canteen facilities with hygiene.
2. To maintain and control the quality of the food supplied in the canteen.
3. To modernize the canteen equipment and cooking procedures.
4. To plan on monitor the maintenance of all the infrastructure facilities related to the canteen.
5. To maintain the canteen premises clean and hygiene.

Functions of the Chairman:

The role of a canteen committee chairman involves overseeing various aspects of the canteen's operations and ensuring its smooth functioning. And also see that canteen operates efficiently, meets the needs of its users, and adheres to relevant standards and regulations.

1. Provide leadership and direction to the canteen committee members. Set goals and objectives for the committee to enhance the overall functioning of the canteen.
2. Coordinate the activities of the canteen committee members, including student and staff representatives. Facilitate communication and collaboration among committee members.
3. Organize and preside over regular committee meetings. Set the agenda for meetings and ensure that discussions are focused on improving canteen operations.
4. Work with the committee and canteen coordinators to establish and manage the budget. Review financial reports and ensure that financial resources are allocated effectively.

5. Participate in decision-making processes related to canteen policies, menu changes, and operational improvements. Seek input from committee members and other stakeholders before making key decisions.
6. Collaborate with canteen coordinators to implement committee decisions and improve day-to-day operations and Ensure that the committee's vision aligns with the practical considerations of canteen management.

Functions of the Canteen Committee Convener

1. Oversee and coordinate all aspects of canteen operations, ensuring smooth functioning.
2. Manage and supervise canteen staff, including chefs, cooks, servers, and cleaning personnel by providing guidance and support to perform their duties effectively.
3. Collaborate with the canteen committee staff members and student members to plan and develop a varied and appealing food menu by considering nutritional requirements, dietary preferences, and feedback from stakeholders.
4. Implement and enforce quality control measures to ensure the freshness, taste, and safety of food items by conducting regular inspections of food preparation and service areas.
5. Develop and manage the budget for the canteen, making decisions on expenditures, pricing, and cost control by working closely with the canteen committee on budget-related matters.
6. Establish and maintain relationships with food and beverage suppliers and negotiate contracts, monitor vendor performance, and ensure timely deliveries.
7. Oversee the maintenance of canteen facilities, including kitchen equipment and dining areas. Coordinate repairs and improvements to ensure a clean and functional environment.
8. Mediate and resolve conflicts or disputes among canteen staff or between staff and customers, foster a positive and collaborative work environment.

Functions of Committee Members Faculty:

1. Monitor day-to-day operations of the canteen to ensure smooth functioning. Supervise canteen staff, including chefs, cooks, and serving personnel.
2. Implement and enforce quality control measures for food preparation and service. Conduct regular inspections to ensure compliance with hygiene and safety standards.

3. Ensure that the canteen complies with health and safety regulations and standards.
4. Oversee the maintenance of canteen facilities, including kitchen equipment and dining areas and coordinate repairs and improvements as needed.
5. Collaborate with the canteen committee and monitor and adjust pricing to ensure affordability and financial sustainability.
6. Collaborate with student members to address concerns and implement improvements. Attend committee meetings and provide valuable input from a staff perspective.

Functions of Committee Members Students:

1. Monitor the quality and hygiene of the food and beverages served in the canteen and address any concerns or complaints regarding the quality of food.
2. Gather feedback from students regarding their dining experiences and use feedback to make informed decisions about menu changes or improvements.
3. Regularly review and monitor the prices and make informed decisions to adjust prices to ensure affordability for students.
4. Conduct regular inspections to identify and address any potential issues.
5. Mediate and resolve conflicts or disputes related to the canteen and ensure a positive and inclusive environment for all students.

Purpose

The purpose of this STANDARD OPERATING PROCEDURE (SOP) is to define the roles, responsibilities, and procedures for the Canteen Committee at Narasaraopeta Engineering College. The Canteen Committee is responsible for supervising the canteen facilities, maintaining hygiene, controlling food quality, modernizing equipment, and ensuring the cleanliness of the canteen premises.

STANDARD OPERATING PROCEDURE (SOP)

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.

Scope

This SOP applies to all members of the Canteen Committee and covers the following areas: Supervision and maintenance of canteen facilities Quality control of food supplied Modernisation of canteen equipment and cooking procedures Suggestions and control over canteen management Planning and monitoring of infrastructure facilities Cleanliness and hygiene of the canteen premises.

Meetings

The Canteen Committee will meet monthly to discuss and review canteen related issues. The Chair will prepare and distribute the agenda at least three days before the meeting. Minutes of the meeting will be recorded and circulated to all members within one week.

Supervising and maintaining canteen facilities conduct regular inspections of canteen facilities to ensure they are in good condition. Identify maintenance needs and schedule necessary repairs or replacements. Ensure that all canteen equipment is functioning correctly and safely.

Roles & Responsibilities:

- **Canteen Food Safety :**

The Food Safety and Drugs Administration (FSDA) now monitors food items at canteens of academic institutions. So the district food inspector issues the FDA certificate to the Institute canteen after inspection. The FDA certificate has been renewed for five years on Institute Canteen Committee will be keeping tabs on for cleanliness and tidiness of Canteen Also the food quality is checked at regular limited time span from FSSAI licenced laboratories.

- **Canteen Feedback**

Canteen committee takes proper feedback from the students of each department and after analyzing the feedback, committee take proper action against it.

Formation of the Canteen Committee

The Principal appoints the Canteen Committee members at the beginning of each academic year. The committee should include representatives from various departments and students.

Committee Members

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.Abdulkalam	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. SaiYaswanth	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. YesuBabu	24471A0105	CE	Student Member
16	N. Mahendra	24471A04CD	ECE	Student Member
17	Sd. Kadheer	24471A0325	ME	Student Member
18	K.NagaAnanthasaiBalaji	24471A43BS	AI	Student Member
19	U. Bhaskar	24471E0004	MBA	Student Member
20	J. Lakshmi Bharathi	24471F0018	MCA	Student Member