



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500100

Ref: SMEC/CC/2017-18/04

Date: 03/07/2017

MINUTES OF MEETING

The Canteen Committee meeting was held in the Board Room on 5th July 2017 at 10.00 am.

The following members have attended:

| S. No. | Name of the Staff | Role | Department |
|--------|---------------------------|----------|------------|
| 1 | Mr. A. Suresh Kumar | Convener | Admin |
| 2 | Mr. Dr. P J V Ratna Kumar | Member | Sports |
| 3 | Mr. Bhupender Singh | Member | TPT |
| 4 | Mr. C.M. Ashok | Member | Mech |
| 5 | Mr. Hanuman Naik | Member | Mech |
| 6 | Mr. Rajesh | Member | Accounts |
| 7 | Mr. G. Kiran Yadav | Member | Admin |

The following issues were discussed:

1. **Food Quality**: Clean clothes, No Tobacco chewing. The Canteen workers have to adhere to cleanliness and hygiene and follow the rules mentioned in the contract.
2. **Suggestion/Complaint Register**: It is decided that the suggestion/complaint register should be kept in canteen for regular feedback.
3. **Seasonal Menu**: Seasonal Menu like Milkshakes in summers, Soups in winters etc. have to be made available in the canteen.
4. **Canteen Survey**: It is decided that a survey should be done in regular intervals to get feedback on quality, hygiene, varieties in menu card.

Convener