



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500100

CANTEEN COMMITTEE 2018-19

CONVENING ORDER

Canteen Committee is constituted as under:

S. No.	Name of the Staff	Role	Department
1	Mr. A. Suresh Kumar	Convener	Admin
2	Mr. G. Praveen	Member	TPT
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

Frequency of Meeting: As and when required

Functions and Responsibilities:

- To set Canteen Open and Close timings (7:00am and 6:00pm, respectively).
- To display Canteen Menu and Price Lists at Canteen Reception and all other Food Courts.
- To make the decisions on food items to be sold and approving the selling prices in consultation with Admin Officer and the Principal of college.
- To audit or verify the expiry date, quality and taste of all food items in morning as well as afternoon.
- 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.
- To place a suggestion box and a register in canteen premises and checking on daily basis.
- To maintain the necessary arrangements in Canteen for smooth operations on daily basis. It also involves reviewing and planning of adding new and healthy food stuffs in existing Menus.
- To own the responsibility of ensuring good quality of raw food materials, cooking and serving processes, and verifying with the checklist.

- To ensure good presentation of food and delivery by the food counter attendants.
- To ensure best practices of cleaning followed by wiping the utensils by the concerned attendants.
- To ensure best colour combinations in the canteen so as to enable the students, staff and other visitors to feel good in making networking among them.
- 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.



PRINCIPAL
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St. MARTIN'S ENGINEERING COLLEGE
Dhulapally Village, Gandimaisamma (R)
Medchal-Malkajgiri (D), Secunderabad-500030