



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