



**St. Martin's Engineering College
Dhulapally, Secunderabad**

Ref: SMEC/CC/019/03

Date: 20/04/2019

MINUTES OF THE MEETING

The Facilities Committee meeting was held in the board room on 2nd April 2019 at 10.00 am

The following attended:

Sno.	Name of the Staff	Role	Department
1	Mr. A. Suresh Kumar	Admin (AO)	Convener
2	Mr. Srinivas Reddy	Member	Sports
3	Mr. M. Saahul	Member	H&S
2	Mr. CM Ashok	Member	Mech
3	Mr. Hanuman Naik	Member	Mech
4	Mr. MSS Roy	Member	MBA (JNTU)
5	Mr. Kiran	Member	Member

The following issues were discussed and action taken.

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 register should be kept in canteen for regular feedback.
3. **Seasonal Menu**: Seasonal Menu like Milkshakes in summer, soups in winter as maintained in other canteens.
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