



# St. Martin's Engineering College

An Autonomous Institution  
Dhulapally, Secunderabad-500 100  
NBA & NAAC A+ Accredited



## CANTEEN COMMITTEE 2020-21

### CONVENING ORDER

The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. The Canteen Maintenance Committee is constituted with the following members:

S. No.	Name of the Staff	Role	Department
1	Mr. A. Suresh Kumar	Convener	Admin
2	Mr. G. Praveen	Member	TPT
3	Mr. Nagendra	Member	Admin
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  
UGC - AUTONOMOUS  
Survey No. 98 & 100, Dhulapally (V)  
Dundigal-Gandimaisamma (M), Medchal-Malkajgiri (D)  
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