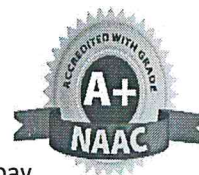


St. MARTIN'S ENGINEERING COLLEGE

UGC Autonomous

A Non Minority College | Approved by AICTE | Affiliated to JNTUH, Hyderabad |
NAAC - Accredited A+' Grade 2(f) & 12(B) status (UGC) | ISO 9001:2008 Certified |
NBA Accredited | SIRO (DSM) | UGC-Paramarsh | Recognized Remote Center of IIT, Bombay
Dhulapally, Secunderabad — 500100
www.smeac.ac.in



CANTEEN COMMITTEE 2021-22

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 Faculty	Designation	Department
1	Mr. A. Suresh Kumar	Convener	Admin
2	Mr. Nagendra	Member	Admin
3	Mr. P. Uday Kumar	Member	ME
4	Mr. Ch. Srinivas	Member	EEE
5	Mr. K. Rajesh	Member	Accounts
6	Mr. G. Rajesh	Member	Admin

Frequency of Meeting: As and when required

Functions and Responsibilities:

1. To set Canteen Open and Close timings (7:00am and 6:00pm, respectively).
2. To display Canteen Menu and Price Lists at Canteen Reception and all other Food Courts.
3. 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.
4. To audit or verify the expiry date, quality and taste of all food items in morning as well as afternoon.
5. 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 equipment's useful for crushing and cooking food items.
6. To place a suggestion box and a register in canteen premises and checking on daily basis.
7. 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.
8. To ensure best practices of cleaning followed by wiping the utensils by the concerned attendants.
9. 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