

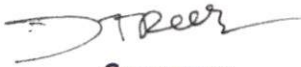
CMRCET/PRIN/CANTEEN/AY2014-15/CIR/01

Date: 13-05-2014

CIRCULAR

The canteen committee meeting will be held on 15-05-2014 at 3.00 p.m in A.O Office to discuss the following agenda points:

- Quality of food being served in the canteen.
- Revision of price of the items served in the canteen.
- Any other point with the permission of chair.


  
Convener  
Canteen Committee

  
Principal

Copy Submitted to: (1) The Secretary Garu – For your kind information Pl.

Copy to:

1. IQAC Coordinator
2. Controller of Examinations
3. All HODS
4. Administrative Officer
5. Accounts Officer
6. Concerned Faculty
7. Students Notice Board

  
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CMR COLLEGE OF ENGG & TECH.  
Kandlakoya (V), Medchal Road,  
Hyderabad-501401.



## CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401.

### Canteen Committee

#### Minutes of the meeting

The canteen committee meeting held on 15-05-2014 from 3.00 p.m To 4.00 p.m discussed the following agenda points:

**Standard operating procedure:** The CMRCET is well established institute in Telangana state, situated about 20km from Hyderabad city. The normal strength of the institute is around 4000 students, with about 300 teaching & non Teaching Staff-members along with supporting staff of about 200, members with total of 4500. Students from different corners of city, neighboring districts and other states take admission. Looking at the frequency of students and staff, it is necessary to have hygienic food along with well maintained canteen is required. In order to attain this for the welfare of staff and students, the institute has initiated to run the canteen on contract basis, by calling tenders from competitive bidders. The institute provides space for canteen, water, electricity, furniture, in order to keep the prices of eatable items low. Based on this bidder will submit competitive quotation.

#### **Objective:**


- To provide the delicious and healthy food at affordable price for both staff and students
- To alter the menu as per the requirements of the students and staff
- To support students & staff even during the late hours of working for their projects or competitions
- To supply the eatable items in working hours of the college
- To ensure cleanliness in the premises by cleaning the table, counters and sinks at regular intervals

#### **Canteen In charge:**

- The canteen is outsourced to the third party where it is under the continuous supervision of the canteen committee. The committee takes regular suggestions from students and staff to improve the service.

#### **Canteen Committee:**

- The canteen committee is headed by the chairman, convener where faculty from each departments and student member from each departments are a part of it. The committee members are involved in reviewing the process regularly which helps in proper maintenance and see to that things are implemented in a proper manner.

  
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## **Canteen Committee Roles and Responsibilities:**

- To maintain a menu of the list of items to be sold along with their prices.
- To see to that no student will be allowed into the canteen during the class hours.
- To monitors the day to day working and services and quality of food served.
- To decide the menu mutually by canteen committee members and contractor.
- To inform the contractor for any arrangements for special lunch one day before.
- To conducts committee meeting twice a year with contractor; this is to smooth functioning of the canteen. Also, canteen committee may call for a meeting for any emergency.
- To ensure that canteen employees maintain clean and neatness in the canteen premises.
- To ensures that to display menu on day to day basis.
- To ensure the discipline of the canteen staff.
- To ensure furniture is in good condition, and if any addition is required the committee will bring it to the notice of higher authorities.
- The canteen committee members may make a surprise visit to canteen to check the quality and taste of food being served.
- The canteen committee members may take the feed-back from students and staff, and act upon it.

## **Canteen vendor roles and responsibilities are:**

- The canteen Premises neat and clean.
- The canteen contractor must ensure quality food, as specified in the work order.
- The contractor must get quality food items and fresh vegetables daily.
- The contractor has to supply the clean drinking water.
- The contractor must provide two dust bins one for dry and one for wet, and must be cleaned from time to time. The bins must be located at strategic points in the canteen premises.
- The canteen contractor has to maintain adequate man power for smooth services, and they must have good health and maintain neatness.
- The contractor has to maintain a register for taking feed-back and suggestions from the students and staff.
- The contractor has to make arrangements for the utensils, glasses, spoons ect.
- The contractor has to provide special lunch as per institute requirement. The number and date will be informed at least one day before.
- The contractor must employ well trained staff not below the 18 years age.
- The contractor has maintain the contact address of parents of working staff in the canteen
- The contractor must ensure that the canteen staff must have food handler certificate issued by registered doctor.
- The contractor must ensure that all working staff must be vaccinated from time to time.
- The contractor must ensure that the Refrigerator must be kept in neat and clean condition and must be working condition.
- The contractor has to provide pest control at strategic locations in the canteen.
- The contractor ensure that the kitchen area must be neat, and clean with full brightness (by providing white distempering )

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- The contractor has to ensure that all food items must be covered by lid with appropriate size.

### Frequency of Meeting

For Smooth running of the canteen, the canteen committee members meet once a semester and discuss the various issues raised by student, staff and contractor. And any emergency meetings will be contacted based on the requirement.

The Committee discussed & made the following implementations for the academic year

- **Quality of food being served in the canteen**

This matter was discussed with canteen contractor. Members pointed out that there many complains about the quality of food served in the canteen.

The canteen contractor assured that he will maintain good quality of food.

- **Revision of price of the items served in the canteen**

- As day to day groceries and maintenance cost is being increased so canteen committee members and vender decided to revise the price of canteen items.
- The new price of canteen items are as follows:

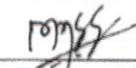
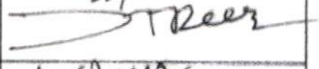
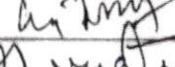
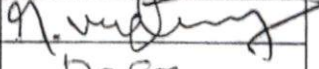
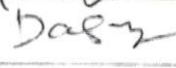
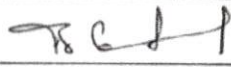
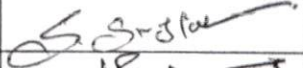

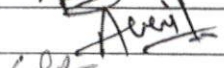
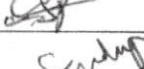
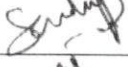
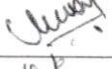


S.No	Item	Qty	Rate(Rs)
1	Idly	3	20/-
2	Puri	3	20/-
3	Mysore Bonda	4	20/-
4	Wada	2	20/-
5	Tomoto bath	200 gms	20/-
6	Dosa(Onion/Masala)	1	20/-
7	Uthappam	1	25/-
8	Set Dosa	1	25/-
9	Egg Dosa	1	25/-
10	Chapathi	2	30/-
11	Parata	2	30/-
12	Curd Rice	250 gms	30/-
13	Veg.Biryani	250 gms	30/-
14	Veg.Fride Rice	250 gms	30/-
15	Veg.Noodles	200 gms	20/-
16	Veg.Manchuria	15 pieces	30/-
17	Egg Fride rice	300 gms	40/-
18	Chicken Fride Rice	300 gms	40/-
19	Meals (Dal,Sambar,Veg.Curry,Roti Chetney,Curd,Papad)	Rice-400 gms	40/-
20	Samosa	1	10/-
21	Veg.Puf	1	10/-
22	Egg Puf	1	10
23	Mirchi Bajji	4	20/-
24	Punugulu	15	20/-

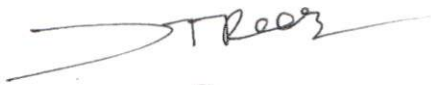
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25	Masala wada	3	20/-
26	Alu Bajji	4	20/-
27	Alu Bonda	3	20/-
28	Corn Samosa	1	5/-
29	Tea	Single	6/-
30	Tea	100 ml	10/-
31	Coffee	100 ml	10/-
32	Boost	100 ml	10/-
33	Harlicks	100 ml	10/-
34	Lemon Tea	100 ml	10/-

The Committee members attended for the meeting:

S.No	Name of the Faculty/Student	Designation	Signature
1.	Dr.M.Ramalinga Reddy	Chairman	
2.	Mr. P.Murali Manohara reddy.	Convener	
3.	Mr Ch Shankar Rao, Assoc.Prof	Coordinator	
4.	Dr M Venkateswarlu , Assoc.Prof	Member	
5.	Mr.D.Ajay, Assoc, Prof	Member	
6.	Mr.B.Chakradhar, Asst. Prof	Member	
7.	Mr S Siva Skandha, Assoc.Prof	Member	
8.	Mr L Ramanjaneyulu, Asst. Prof	Member	
9.	Mr.M.Akhil Reddy	Student Member	
10.	Mr. K.Sai Charan	Student Member	
11.	Mr. C.Sandeep	Student Member	
12.	Mr. S.Venkatesh	Student Member	
13.	Mr. B.Nikhil	Student Member	
14.	Mr S. Santosh Kumar	Student Member	



Convener  
Canteen Committee



Principal

  
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