

CANTEEN & HOUSEKEEPING COMMITTEE-2024-25

Purpose

To oversee, manage, and ensure the quality, hygiene, and efficiency of the institution's canteen services and overall housekeeping, maintaining a clean, healthy, and pleasant environment for students, staff, and visitors.

Functions

- Monitor the quality, hygiene, and nutritional value of food and beverages served in the canteen.
- Review and approve the canteen menu and pricing in consultation with the vendor.
- Ensure compliance with FSSAI standards and all health and safety regulations.
- Supervise the overall housekeeping, sanitation, and cleanliness of the campus, including classrooms, labs, and common areas.
- Address grievances and suggestions related to canteen services and housekeeping from students and staff.
- Conduct regular and surprise inspections of the canteen kitchen and storage areas.
- Monitor the performance of housekeeping staff and external cleaning agencies.
- Recommend improvements and initiatives for waste management and campus beautification.

Objectives

- **Hygiene & Safety:** Ensure top priority is given to food safety and campus cleanliness, adhering to all health protocols.
- **Quality & Service:** Provide quality food at reasonable prices and maintain a high standard of cleanliness.
- **Stakeholder Satisfaction:** Actively seek and address feedback to improve service delivery.
- **Sustainable Practices:** Promote the use of eco-friendly materials and effective waste disposal systems.
- **Cost-Effective Management:** Ensure services are delivered efficiently within the allocated budget.

Committee Composition

S. No.	Name	Designation	Role in Committee
1	Dr. Ch. Mallikarjun	Principal	Chairman
2	Mrs. P.V. Padmavathi	Administrative Officer	Member
3	Dr. G. Bhaskar Reddy	HOD -- H&S	Member
4	Mr. K.Krishna Reddy	HOD -- EEE	Member
5	Mr.K.Bhasakr Rao	Asst.Prof	Coordinator
6	Ms. S. Divya	Faculty Representative	Member
7	Mr.K.Sanjeeva Rao	Student Affairs Coordinator	Member Secretary
8	Mr. L. Naveen	Canteen Manager	Invitee
9	Ms. P. Anjali	Student -- Second Year CE	Student Representative
10	Mr. V. Abhishek	Student -- Third Year ECE	Student Representative

Meeting Frequency

- **Quarterly Meetings:** To review service quality, address issues, and plan for upcoming requirements.
- **Inspection Drives:** Unscheduled checks of canteen and premises to ensure consistent standards.

Reporting & Documentation

- **Minutes of Meeting (MoM):** Recorded for every meeting with decisions and action items.
- **Inspection Reports:** Reports from regular checks of canteen hygiene and campus cleanliness.
- **Feedback Summary Reports:** Compiled feedback from students and staff on services.
- **Vendor Performance Reviews:** Periodic assessment of canteen vendor and housekeeping agency.
- **Compliance Reports:** Ensuring adherence to health and safety standards.