

COLLEGE CANTEEN POLICY

Policy

The College Canteen committee of Sree Narayana Gurukulam College of Engineering ensures quality food and high standards of hygiene in Storage, Preparation, Serving & Disposal of (edible and non-edible) canteen waste.

Objectives:

To ensure the efficient functioning of the canteen.

To ensure that nutritious food items are available in the canteen.

To ensure that the canteen provides for a clean and hygienic environment.

Monitoring Authority:

The college will constitute a Canteen Committee which will be entrusted with the task of ensuring strict adherence and compliance to the objectives set in the Policy.

Procedure:

The College will constitute a Canteen Committee each academic year comprising of a faculty member assigned by Principal as Coordinator and selected college faculty members from different department as members. The Committee should conduct regular meetings (2 meetings in a year) to ensure that the rules and regulations and objectives of the Canteen Policy are met. The student Representatives of each class should also be present in the meeting to report their suggestions.

Rules and Regulations

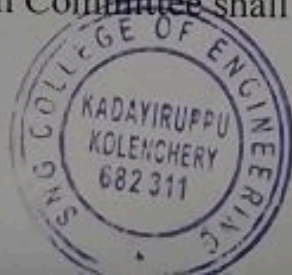
The canteen committee shall organize and control the full administration of the canteen.


Members for the Canteen Committee shall be chosen annually.

Canteen Committee shall co-ordinate or discusses various issues relating to Canteen Management.

The members of the Canteen Committee shall include:

Canteen coordinator



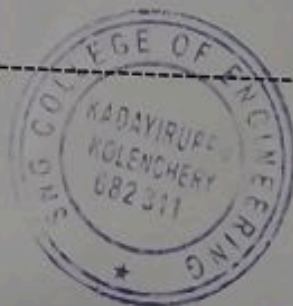

PRINCIPAL
Sree Narayana Gurukulam
College of Engineering
Kadayiruppu, Kolenchery-682 311

Faculty Members

Student Representatives – 2 from each class

Roles and Responsibilities

- ✓ Canteen Committee Should monitor the hygiene and quality of food served in the canteen.
 - ✓ Canteen Committee should plan, control and evaluate the needs of the canteen for achieving long and short terms goals.
 - ✓ The Committee should decide the menu and items to be sold in the canteen.
 - ✓ The Canteen Operator should be appointed by the College by following due procedure.
 - ✓ The Committee should take referendum regarding food, service, prices of items in canteen.
 - ✓ The Canteen Operator will display the menu chart with pricing in the canteen to ensure transparency.
 - ✓ The Committee should see to it that appropriate and prompt actions are taken on the complaints received from the students.
 - ✓ It will be the responsibility of the Canteen Operator to ensure that various food items are available to the students/staff and users of the canteen.
 - ✓ The Canteen will be open from 9 am to 4.30 p.m.
 - ✓ It is the responsibility of the canteen operator to ensure cleanliness in the canteen.
 - ✓ The canteen operator will also be responsible for disposal of canteen waste.
- Best Practice at Canteen:**
- ✓ Good Hygiene.
 - ✓ Great taste and Excellent Quality Food.
 - ✓ Affordable prices



[Signature]
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Sree Narayana Gurukulam College of Engineering, Kadayiruppu

SNGCE/AD/B-1/FL041

01/08/2018

CIRCULAR

The Canteen Committee of our institution is re – constituted w.e.f 01/08/2018.

- | | |
|---------------------------------|---------------------|
| 1. Mr. Alex S (ME) | - Faculty in charge |
| 2. Mr. Sujithkumar, (CSE) | - Member |
| 3. Ms. Reshmi P R (CE) | - Member |
| 4. Mr. Deepak P (EC) | - Member |
| 5. Mr. Nithin S Nair (EE) | - Member |
| 6. Mr. Pramod K B. (SB) | - Member |
| 7. Mr. Vijeesh V V (S&H) | - Member |
| 8. Ms. Bindusree A R (MS) | - Member |
| 9. Mr. Sunilkumar P G (Library) | - Member |
| 10. Ms. Surya K S (Admn) | - Member |

R. Jose

PRINCIPAL



01/08/2018

CIRCULAR

This is to inform all the canteen committee members that there will be a meeting on 08/08/2018 at 1.30 P.M. at Mechanical Department, HoD room.

Agenda:

1. To discuss the basic needs of canteen.
2. To discuss the Canteen Menu and Price Lists.
3. To discuss the quality and quantity of food.
4. To discuss the cleanliness of kitchen.



Mr. Alex.S (Coordinator)

Asst. Professor, Dept. of ME



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College of Engineering
Kadayiruppu, Kolenchery - 682 311



Minutes of Canteen Committee Meeting

Members of Faculty Present:

1. Mr. Alex. S. (ME), Coordinator *Alex*
2. Mr. Sujithkumar (CSE), Member *Sujith*
3. Ms. Reshmi.P.R (CE), Member *Reshmi*
4. Mr. Deepak.P (EC), Member *Deepak*
5. Mr. Nidhin S. Nair (EEE), Member *Nidhin*
6. Mr. Pramod K. B (NASB), Member *Pramod*
7. Mr. Vijesh. V. V (S&H), Member *Vijesh*
8. Ms. Bindusree A. R (MBA), Member *Bindusree*
9. Mr. Sunil Kumar. P. G (Library), Member *Sunil*
10. Ms. Surya K. S. (Admn), Member *Surya*

A committee was held on 08/08/2018 at Mechanical Dept. HoD Room. The actions discussed are consolidated as follows.

Suggestions made in last meeting	Action takes place
1. Discussed the basic needs of canteen.	1. Provided the requirements needed.
2. Discussed about the Canteen Menu and Price Lists.	2. Fixed the affordable price.
3. Discussed about the quality and quantity of food items.	3. Quality is improved now. Only correct amount of food is preparing now.
4. Discussed the cleanliness of kitchen.	4. Kitchen and dinning both are cleaned regularly



P. Jose
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Sree Narayana Gurukulam
College of Engineering
Kadayiruppu, Kolencery - 682 311

Alex

Mr. Alex .S (ME), Coordinator



CIRCULAR

This is to inform all the canteen committee members that there will be a meeting on 29/01/2019 at 1.30 P.M. at Mechanical Department, HoD room.

Agenda:

1. Ensure a healthy and safe work environment.
2. Committee make every effort to make sure that wastage of food is reduced to a minimum
3. Ensure excellence in housekeeping sanitation and safety.

Alex

Mr. Alex. S (Coordinator)

Asst. Professor, Dept. of ME

A. Arose

PRINCIPAL

Sree Narayana Gurukulam
College of Engineering
Kadayiruppu, Kolenchery - 682311



Minutes of Canteen Committee Meeting

Members of Faculty Present:

1. Mr. Alex. S. (ME), Coordinator *Alex*
2. Mr. Sujithkumar (CSE), Member *Sujith*
3. Ms. Reshmi.P.R (CE), Member *Reshmi*
4. Mr. Deepak.P (EC), Member *Deepak*
5. Mr. Nidhin S. Nair (EEE), Member *Nidhin*
6. Mr. Pramod.K.B (NASB), Member *Pramod*
7. Mr. Vijesh.V.V (S&H), Member *Vijesh*
8. Ms. Bindusree A.R (MBA), Member *Bindusree*
9. Mr. Sunil Kumar.P.G (Library), Member *Sunil*
10. Ms. Surya K.S. (Admn), Member *Surya*

A committee was held on 29/01/2019 at Mechanical Dept. HoD Room. The actions discussed are consolidated as follows.

Suggestions made in last meeting	Action takes place
1. Ensure safe work environment.	Regularly monitor the working environment
2. Committee make every effort to make sure that wastage of food is reduced to a minimum.	By taking correct amount of raw materials wastage of food reduced to minimum.
3. Ensure excellence in housekeeping sanitation and safety.	Cleaning done by proper sanitisation



A. H. H.

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Alex

Mr. Alex .S (ME), Coordinator

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

SNGCE/AD/B-1/FL041

01/08/2019

CIRCULAR

The Canteen Committee of our institution is re – constituted w.e.f 01/08/2019.

- | | |
|---------------------------------|---------------|
| 1. Mr. Alex S (ME) | - Coordinator |
| 2. Mr. Sujithkumar, (CSE) | - Member |
| 3. Ms. Reshmi P R (CE) | - Member |
| 4. Mr. Anu Sugathan (NASB) | - Member |
| 5. Mr. Vijeesh V V (S&H) | - Member |
| 6. Mr. Sunilkumar P G (Library) | - Member |
| 7. Ms. Surya K S (Admn) | - Member |



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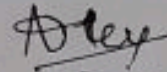
02/08/2019

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This is to inform all the canteen committee members that there will be a meeting on 07/08/2019 at 1.30 P.M. at Mechanical Department, HoD room.

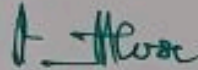
Agenda:

1. Members should monitor the working of canteen daily.
2. To ensure the neatness and quality of food.
3. To ensure there is no wastage of food items.
4. To Discuss about maintenance of the canteen.



Mr. Alex S. (Coordinator)

Asst. Professor, Dept. of ME



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Kadayiruppu, Kolenchery - 682 311



Minutes of Canteen Committee Meeting

Members of Faculty Present:

1. Mr.Alex.S (ME), Coordinator
2. Mr.Sujithkumar (CSE), Member
3. Ms.Reshmi.P.R (CE), Member
4. Mr.Anu Sugathan (NASB),Member
5. Mr.Vijesh.V.V (S&H),Member
6. Ms.Bindusree A.R (MBA),Member
7. Ms.Surya K.S. (Admn),Member

Alex
Sujithkumar
Reshmi
Anu Sugathan
Vijesh.V.V
Bindusree A.R
Surya K.S.

A committee was held on 07/08/2019 at Mechanical Dept HoD Room..The actions discussed are consolidated as follows.

Suggestions made in last meeting	Actions takes place
1. Members should monitor the working of canteen daily.	1. Checked the working of canteen regularly.
2. To ensure the neatness and quality of food.	2. Neatness and quality being good now.
3. To ensure there is no wastage of food items.	3. Proper amount of food preparing now. So wastage of food is very less.
4. To Discuss about maintenance of the canteen.	4. Canteen maintain properly by the workers.

Alex

Mr. Alex.S (ME), Coordinator

R. Huse

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Sree Narayana Gurukulam College of Engineering, Kadayiruppu

SNGCE/AD/B-1/FL041

20/01/2020

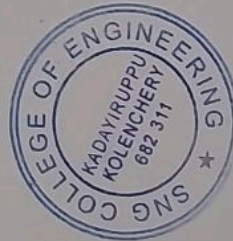
CIRCULAR

The Canteen Committee of our institution is re – constituted w.e.f 01/08/2019.

- | | |
|---------------------------------|---------------|
| 1. Dr. Suprabha T | - Coordinator |
| 2. Ms. Soumya a.M. (EC) | - Member |
| 3. Ms. Jeena Mathew (CE) | - Member |
| 4. Mr. vivek Babu (ME) | - Member |
| 5. Mr. Anu Sugathan (NASB) | - Member |
| 6. Mr. Vijeesh V V (S&H) | - Member |
| 7. Mr. Sunilkumar P G (Library) | - Member |
| 8. Ms. Surya K S (Admn) | - Member |



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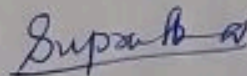
21/01/2020

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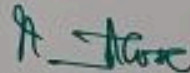
This is to inform all the canteen committee members that there will be a meeting on 24/01/2020 at 1.30 P.M. at S & H Department, HoD room.

Agenda:

1. Ensure the availability of all food articles to all the students.
2. Enquire from the students about the quality of food.
3. Ensure the cleanliness of the kitchen and surroundings.
4. Ensure all food is served correctly and neatly.



Dr. Suprabha T. HoD (S & H)(Coordinator)

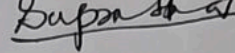
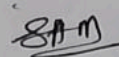
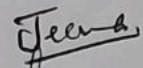
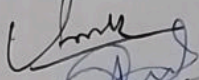
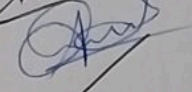


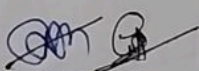


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Sree Narayana Gurukulam
College of Engineering
Kadayiruppu, Kolenchery - 682 311

Minutes of Canteen Committee Meeting

Members of Faculty Present:

1. Dr.Suprabha T (S&H), Coordinator 
2. Ms.Soumya A.M.(EC),Member 
3. Ms.Jeena Mathew. (CE),Member 
4. Mr.Vivek Babu (ME),Member 
5. Mr.Anu Sugathan (NASB),Member 
6. Mr.Vijesh V.V (S&H),Member 
7. Mr.Sunilkumar P.G (Library),Member 
8. Ms.Surya K.S. (Admn.),Member 

A committee was held on 24/01/2020 at S & H Dept. HoD Room. The actions discussed are consolidated as follows.

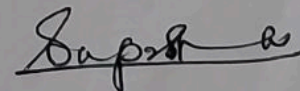
Suggestions made in last meeting	Actions takes place
1. Ensure the availability of all food articles to all the students.	1. All students avail proper amount of food.
2. Enquire from the students about the quality of food.	2. Enquired students about the quality of food, they all satisfied with the food provided.
3. Ensure the cleanliness of the kitchen and surroundings.	3. The canteen staff maintain the neatness by cleaning regularly.
4. Ensure all food is served correctly and neatly.	4. Good service provided.





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Prof. (Dr.) Suprabha T. (coordinator)

Sree Narayana Gurukulam College of Engineering, Kadayiruppu


No. SNGCE/AD/B-3/FL003/21-22

24/09/2021

CIRCULAR

The Canteen Committee of our institution is re-constituted w.e.f 24/09/2021.

1. Dr. Suprabha T , Professor(S&H), Coordinator
2. Dr. Vijesh V.V, Assoc. Professor (S&H), Member
3. Ms. Remya C Soman , Asst. Professor (S&H), Member
4. Ms. Bincy , Asst. Professor (CE), Member
5. Ms. Saritha K.S, Asst. Professor (EEE), Member
6. Ms. Divya K.S, Asst. Professor (CS), Member



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24/09/2021

CIRCULAR

This is to inform all the canteen committee members that there will be a meeting on 27/09/2021 at 1.30 P.M. at S &H Department, HoD room.

Agenda:

1. Ensure a safe working environment.
2. To discuss the quality of food.
3. To maintain canteen utensils.
4. Ensure the water supply to canteen is good.



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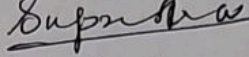
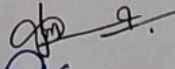

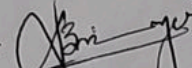
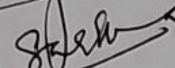
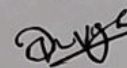
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Dr. Suprabha T. (S & H), Coordinator

SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING, KADAYIRUPPU

Minutes of Canteen Committee Meeting

Members of Faculty Present:

1. Dr. Suprabha T. (S & H), Coordinator 
2. Dr. Vijesh V. V. (S & H), Member 
3. Ms. Remya C. Soman (S & H), Member 
4. Ms. Bincy (CE), Member 
5. Ms. Saritha K. S. (EEE), Member 
6. Ms. Divya K. S. (CS), Member 

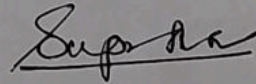
AGENDA:

A committee was held on 27/09/2021 at S & H Dept. HoD Room. The actions discussed are consolidated as follows.

Suggestions made in last meeting	Actions takes place
1. Ensure a safe working environment.	Provided good working environment for the staff
2. Discussed the quality of food.	Regularly check the quality by monitoring.
3. To maintain canteen utensils.	Kept all kitchen accessories clean.
4. Ensure the water supply to canteen is good.	Ensured good water supply.



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Dr. Suprabha T. (S & H)(coordinator)

24/01/2022

CIRCULAR

This is to inform all the canteen committee members that there will be a meeting on 28/01/2022 at 1.30 P.M. at S &H Department, HoD room.

Agenda:

1. To discuss about the canteen menu and price list.
2. To discuss about the quality and healthier dishes.
3. To discuss the condition of all physical facilities including dinning table, cleanliness of utensils etc.



Dr. Suprabha T. (S & H), Coordinator



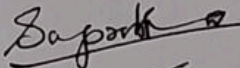
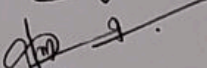

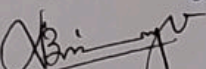
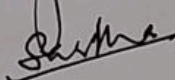
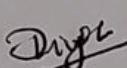
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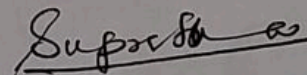
Minutes of Canteen Committee Meeting

Members of Faculty Present:

1. Dr. Suprabha T. (S & H), Coordinator 
2. Dr. Vijesh V. V. (S & H), Member 
3. Ms. Remya C. Soman (S & H), Member 
4. Ms. Bincy (CE), Member 
5. Ms. Saritha K. S. (EEE), Member 
6. Ms. Divya K. S. (CS), Member 

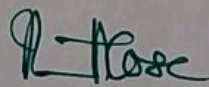
A committee was held on 28/01/2022 at S & H Dept. HoD Room. The actions discussed are consolidated as follows.

Suggestions made in last meeting	Actions takes place
1. To discuss about the canteen menu and price list.	1. Provided a healthy menu of different food items with affordable price.
2. To discuss about the quality and healthier dishes.	2. Improve the quality as well as healthy dishes.
3. To discuss the condition of all physical facilities including dinning table, cleanliness of utensils etc.	3. Provided regular cleaning.



Dr. Suprabha T. (S & H)(coordinator)





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Sree Narayana Gurukulam College of Engineering, Kadayiruppu

No. SNGCE/AD/B-3/FL003/22-23

25/09/2022

CIRCULAR

The Canteen Committee of our institution are re – constituted w.e.f 25/09/2022.

1. Dr. Suprabha T., (S&H), Coordinator
2. Ms. Saritha K.S, Assoc. Professor (EEE), Member
3. Ms. Soumya A.M. , Asst. Professor (ECE), Member
4. Mr. Harivijayan, Asst. Professor (ME), Member
5. Ms. Bincy V, Asst. Professor (NASB), Member
6. Ms. Duniya P.S., Asst. Professor, (MBA) Member



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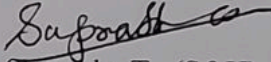
26/09/22

CIRCULAR


This is to inform all the canteen committee members that there will be a meeting on 28/09/2022 at 1.30 P.M. at S & H Department, HoD room.

Agenda:

1. Ensure hygienic in preparation of the food items.
2. To discuss cleanliness of kitchen and dinning area.
3. Use of standard raw materials, vegetables, meat products, ingredients etc.
4. Ensure good quality of food.

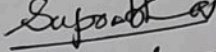
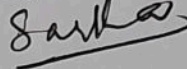


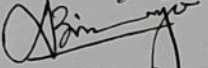
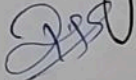

Dr. Suprabha T., (S&H), Coordinator




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Minutes of Canteen Committee Meeting

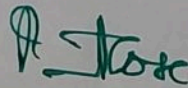
Members of Faculty Present:

1. Dr.Suprabha T., (S&H), Coordinator 
2. Ms.Saritha K.S., Assoc.Professor (EEE), Member 
3. Ms.Soumya A.M., Asst.Professor (ECE), Member 
4. Mr.Harivijayan., Asst.Professor (ME), Member 
5. Ms.Bincy V., Asst.Professor (NASB), Member 
6. Ms.Duniya P.S., Asst.Professor (MBA), Member 

A committee was held on 28/09/2022 at S & H Dept HoD Room. The actions discussed are consolidated as follows.

Suggestions made in last meeting	Actions takes place
1. Ensure hygienic in preparation of the food items.	1. Preparation under kept food neatly, with neat preparation. Monitoring regularly.
2. Discussed cleanliness of kitchen and dinning area	2. Clean both daily.
3. Use of standard raw materials, vegetables, meat products, ingredients etc.	3. Ensured standard utensils and food ingredients are used.
4. Ensure good quality of food.	4. Serve only good quality food items.



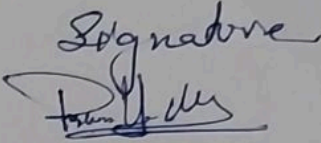
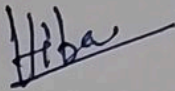

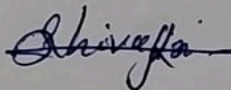
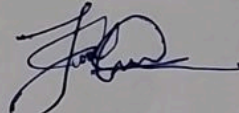


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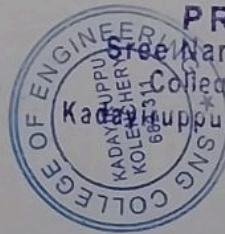


Dr. Suprabha T. (coordinator)

Students Attended on 28/9/2022

	Name	Branch	Signature
1.	Rivio Jose Melvin	R3	
2.	Hiba Mustafa	E3	
3	Basil Mathai	L3	
4.	M. Sivakrishnas	R5	
5.	Justin Jacob.	R7	

R. Anase

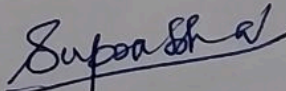


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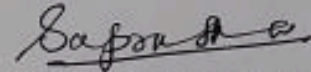


CIRCULAR

This is to inform all the canteen committee members that there will be a meeting on 14/03/2023 at 1.30 P.M. at room no.E 020.

Agenda:

1. To discuss the basic requirements of canteen.
2. To discuss the Canteen Menu and Price Lists.
3. Measures to quality of food items.
4. To monitor the condition and updating the quality of all canteen facilities like dining tables, catering services, cleanliness, hygiene" utensils" etc.
5. To ensure good presentation of food and delivery.



Prof.(Dr.) Suprabha T. (coordinator)



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Kadayiruppu, Kolenchery - 682 311



SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING, KADAYIRUPPU

Minutes of Canteen Committee Meeting

Members of Faculty Present:

Dr. Suprabha T., Professor (S&H), Coordinator

Ms. Saritha K.S., Assoc. Professor (EEE), Member

Ms. Soumya A.M., Asst. Professor (ECE), Member

Mr. Harivijayan., Asst. Professor (ME), Member

Ms. Bincy V., Asst. Professor (NASB), Member

Ms. Duniya P.S., Asst. Professor (MBA), Member

A committee was held on 14/03/2023 in room no. E 020. The actions discussed are consolidated as follows.

Suggestions made in last meeting	Actions takes place
Discussed about the basic requirements of canteen.	Provided the requirements
Discussed about the Canteen Menu and Price Lists.	Fixed the affordable price.
Discussed about the quality of food items.	Quality is good now.
Discussed to monitor the condition and updating the quality of all canteen facilities like dining tables, catering services, cleanliness, hygiene" utensils" etc.	They made all the arrangements by giving care in cleanliness.
Discussed to ensure good presentation of food and delivery.	Provided good services.

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Kadayiruppu, Kolenchery - 682 311

Prof. (Dr.) Suprabha T. (coordinator)



Students Attended on 14/3/2023

	Name	Branch	Signature
1	Sidharth A H.	C2	
2.	Vishnu Vigil	C8.	
3	Adarsh M.S	M2	
4	Sanila Lorance	MCA54	
5	Sandra MP	RA B.	
6	Aleena Babu	M2.	
7	Grithon shibu.	R2 B	



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