



**Bhoj Reddy Engineering College for Women**  
(Sponsored by Sangam Laxmibai Vidyapeet, approved by AICTE and affiliated to JNTUH)  
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Dr J Madhavan  
Principal

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1 December 2023

## Canteen and Hostel Committee Academic Year – 2023-24

S No	Members of the Committee	Department	Designation
1	Ms J Santosh Vijitha Assistant Professor	Physics	Coordinator
2	Ms P Mounika Assistant Professor	CSE	Member
3	Ms R Vyshnavi Assistant Professor	ECE	Member
4	Ms S Mayuri Assistant Professor	EEE	Member
5	Ms A Vasavi Sujatha Assistant Professor	IT	Member
6	Ms Ch Padma I/c Establishment Section & Administration	Admin	Member

Members of the committee will monitor the quality, price and hygiene of the canteen food and will apprise the coordinator to take appropriate measures to improve them. A record is to be maintained.

Functions of the Committee:

Make decisions on food items to be sold and approving the selling prices in consultation with Principal. See to display canteen menu and price lists at canteen reception. Verify the expiry date, quality and taste of all food items on regular basis. 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, windows, exhaust fans and all other equipment useful for crushing and cooking food items. To place a suggestion box and a register in canteen premises and checking on daily basis. 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. Own the responsibility of ensuring good quality of raw food materials cooking and serving processes and verifying with the checklist. Ensure good presentation of food and delivery by the food counter attendants. Ensure best practices of cleaning followed by wiping the utensils by the concerned attendants.

In addition, Committee members will visit the nearby hostels once in a month and monitor quality, price and hygiene of food. Apprise the coordinator to take appropriate measures to improve them and a record is to be maintained.

Schedule to meet: **Second Thursday** of every month at 15:45 hrs onwards, Principal's Office.

- 1) Agenda is to be prepared ahead of the meeting and sent to Principal and all members
- 2) Attendance to be obtained in the Committee Register.
- 3) Minutes of the Meeting to be noted and circulated to all members, HODs, HOFs and Principal.
- 4) Filing: Minutes copy to be pasted/filed in the committee register.
- 5) At the end of semester, report should be submitted to Principal

Principal

Copy to: Vice Principal/All HODs, HOFs, Head-A&E Section and concerned members for information and circulation.

