



**POTTI SRIRAMULU CHALAVADI MALLIKARJUNA RAO
COLLEGE OF ENGINEERING & TECHNOLOGY**

SPONSORED BY SKPVV HINDU HIGH SCHOOLS COMMITTEE, Estd : 1906
APPROVED BY AICTE, NEW DELHI, AFFILIATED TO JNTU KAKINADA
ACCREDITED BY NAAC, NBA for B.TECH PROGRAMS in CSE, ECE & EEE, ISO 9001:2015 CERTIFIED
7-3-6/1, RAGHAVA REDDY STREET, ONE TOWN, VIJAYAWADA - 520001
CONTACT : +91 -866 - 2423442 / E-MAIL : principal@pscmr.ac.in / info@pscmr.ac.in



COLLEGE CODE : **PSCV** [EAMCET, ECET, ICET, POLYCET]

CANTEEN & FOOD SAFETY CELL

DATE: 02.02.2023

CIRCULAR

All the department coordinators are hereby informed to attend the meeting on 04.02.2023 at 4.00 PM to discuss the requirements of the canteen. All the coordinators are requested to attend the meeting without fail.

S.No	Name of the Member	Designation	Dept
1	M.Kumaraswamy	Assistant Professor	MBA
2	B.Sushma	Assistant Professor	ECE
3	B.Anil	Assistant Professor	DIPLOMA
4	R.Jayalakshmi	Assistant Professor	EEE
5	Vinay	Assistant Professor	CIVIL
6	V.S.R.K. Prasad	Assistant Professor	CSE
7	T.Sriharsha	Assistant Professor	MECH

M.Kumaraswamy

Canteen & Food Safety Cell Convener



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CANTEEN & FOOD SAFETY CELL

Minutes of Meeting

Agenda: To discuss requirements needed for canteen

Venue: Room no 218

Date: 02.02.2023at 4:00 pm.

The Committee convener addressed all the committee members and welcomed them.

In the meeting following points were discussed:

1. Discuss about dining tables, chairs, fans, lights, sign boards, utensils, and exhaust fan required for canteen.
2. Discuss about washing facility should be provided and maintained properly.

S.No	Name of the Member	Designation	Dept
1	M.Kumaraswamy	Assistant Professor	MBA
2	B.Sushma	Assistant Professor	ECE
3	B.Anil	Assistant Professor	DIPLOMA
4	R.Jayalakshmi	Assistant Professor	EEE
5	Vinay	Assistant Professor	CIVIL
6	V.S.R.K. Prasad	Assistant Professor	CSE
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CANTEEN & FOOD SAFETY CELL

Action Taken

- 1) The canteen shall adopt steps for cleaning various items in the kitchen.
- 2) Suggested Cleaning is a part of the practices adopted in the Kitchen.
- 3) Proprietor shall convey a detailed description/ checklist relating to cleanliness and maintenance of kitchen.
- 4) Suggested to proprietor food shall be stored in containers that are:
 - a. Clean.
 - b. Easy to wash.
 - c. Have Tight Fitting Lids.
 - d. Covered with foil/ plastic films
- 5) Induction shall include –
 - a. Basic hygienic procedure for handling of foods.
 - b. Emphasizing the precautions necessary to prevent contamination of food.
 - c. Personal hygiene and other items relevant to a particular person's job

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CANTEEN & FOOD SAFETY CELL

DATE: 05-01-2023

CIRCULAR

All the department coordinators are hereby informed to attend the meeting on 07-1-2023 at 4.00 PM to discuss the maintenance to be done in the canteen. All the coordinators are requested to attend the meeting without fail.

S.No	Name of the Member	Designation	Dept
1	M.Kumaraswamy	Assistant Professor	MBA
2	B.Sushma	Assistant Professor	ECE
3	B.Anil	Assistant Professor	DIPLOMA
4	R.Jayalakshmi	Assistant Professor	EEE
5	Vinay	Assistant Professor	CIVIL
6	V.S.R.K. Prasad	Assistant Professor	CSE
7	T.Sriharsha	Assistant Professor	MECH

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CANTEEN & FOOD SAFETY CELL

Minutes of Meeting

Agenda: To discuss maintenance to be done in the canteen

Venue: Room no 003

Date:7-1-2023 at 4:00 pm.

The Committee convener addressed all the committee members and welcomed them .

In the meeting following points were discussed:

1. Discuss about providing quality of food
2. Discuss about cleanliness and hygiene

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1	M.Kumaraswamy	Assistant Professor	MBA
2	B.Sushma	Assistant Professor	ECE
3	B.Anil	Assistant Professor	DIPLOMA
4	R.Jayalakshmi	Assistant Professor	EEE
5	Vinay	Assistant Professor	CIVIL
6	V.S.R.K. Prasad	Assistant Professor	CSE
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CANTEEN & FOOD SAFETY CELL

Action Taken

1. The canteen shall adopt steps for cleaning various items in the kitchen.
2. Suggested Cleaning is a part of the practices adopted in the Kitchen.
3. Proprietor shall convey a detailed description/ checklist relating to cleanliness and maintenance of kitchen.
4. Suggested to proprietor food shall be stored in containers that are:
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CANTEEN & FOOD SAFETY CELL

DATE: 01-12-2022

CIRCULAR

All the department coordinators are hereby informed to attend the meeting on 04-12-2022 at 4.00 PM to discuss the modifications to be done in the canteen. All the coordinators are requested to attend the meeting without fail.

S.No	Name of the Member	Designation	Dept
1	M.Kumaraswamy	Assistant Professor	MBA
2	B.Sushma	Assistant Professor	ECE
3	B.Anil	Assistant Professor	DIPLOMA
4	R.Jayalakshmi	Assistant Professor	EEE
5	Vinay	Assistant Professor	CIVIL
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Minutes of Meeting

Agenda: To discuss Breakfast timings and lunch timings

Venue: Room no 002

Date:04-12-2022 at 4:00 pm.

The Committee convener addressed all the committee members and welcomed them .

In the meeting following points were discussed:

1. Defined the price list of the canteen
2. Discuss the roles and responsibilities of canteen

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2	B.Sushma	Assistant Professor	ECE
3	B.Anil	Assistant Professor	DIPLOMA
4	R.Jayalakshmi	Assistant Professor	EEE
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CANTEEN & FOOD SAFETY CELL

DATE: 02-11-2022.

CIRCULAR

All the department coordinators are hereby informed to attend the meeting on 04-11-2022 at 4.00 PM to discuss the improvements to be done in the canteen. All the coordinators are requested to attend the meeting without fail.

S.No	Name of the Member	Designation	Dept
1	M.Kumaraswamy	Assistant Professor	MBA
2	B.Sushma	Assistant Professor	ECE
3	B.Anil	Assistant Professor	DIPLOMA
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Minutes of Meeting

Agenda: To discuss Breakfast timings and lunch timings

Venue: Canteen

Date:04-11-2022 @ 4:00 pm.

The Principal addressed all the committee members and welcomed them .

In the meeting following points were discussed:

1. Defined facilities provided in the canteen
2. Defined the functions of canteen
3. Discuss quality and improvement of food

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