

Minutes of the Meeting - University Canteen Committee

Date: 5th February, 2024

Venue: Block - A, A105

Time: 10.00 A.M

Members Present:

#	Name of the Faculty	Department	Designation
1	Dr. N. Swapna Goud	CSE	Convener
2	Mr.N.Kiran	Mathematics	Co-Convener
3	Dr. J Rajendra Kumar	Pharmacy	Member
4	Mrs. C.Supriya	Management	Member
5	Ms.B.Jyothi	Data Science	Member
6	Dr.Ch.Mahesh	Physical Education	Member
7	Mr.M. Karunakar Reddy	Administration	Member
8	Ms. Ananya Santosh (23EG105E06)	CSE	Student Member
9	Mr.Agastya Rahul Sai (22EG107B02)	AIML	Student Member
10	Mr. Ramarapu Lalith Sagar (23EG106A49)	AI	Student Member
11	Ms. Burra Aishwarya (22PH102A05)	Pharm D.	Student Member

Agenda

1. To seek support of the School of Agriculture
2. To conduct survey to obtain feedback from students on the quality and safety of food
3. To obtain suggestions from staff for improvement
4. To review usage of containers, plates and packaging material
5. To review usage of electric gadgets

Resolutions of the Meeting

Item 1: To seek support of the School of Agriculture

Resolution 1: It was resolved that Dean, School of Agriculture would be approached for either supply of vegetables grown within campus or help in identifying locally available sources of organically grown food material

Item 2: To conduct survey to obtain feedback from students

Resolution 2: The Committee resolved that it will conduct a survey of students on the quality and safety of food provided in the canteen and other outlets.

Item 3: To obtain suggestions from staff for improvement

Resolution 3: The Committee resolved to request staff to share their feedback to the committee with suggestions for improvements

Item 4: Measures to reduce of wastage of food

Resolution 4: To reduce food wastage, the committee resolved to maintain a daily log so that food being wasted can be monitored and reduced. It was also resolved to do surprise inspections twice a week. Portion control should be strictly followed during serving, and menus should be designed considering the preferences and feedback of consumers to avoid rejection of food. Leftover management protocols—such as timely repurposing of safe, unused food—should be implemented wherever possible.

Item 5: To review usage of containers, plates and packaging material

Resolution 5: The Committee resolved to instruct the canteen management to avoid using plastics and use reusable plates and tumblers that can be used multiple times after washing / cleaning.

Item 6: To review the usage of electric gadgets

Resolution 5: The Committee resolved to instruct the canteen management to ensure that lights, fans, and other electric gadgets are switched off whenever not required.



Dr. N. Swapna Goud
Dept. of CSE, Convener



Mr.N.Kiran
Dept. of Mathematics,
Co-Convener

Minutes of the Meeting - University Canteen Committee

Date: 5th September, 2024

Venue: Block - A, A105

Time: 10.00 A.M

Members Present:

#	Name of the Faculty	Department	Designation
1	Dr. N. Swapna Goud	CSE	Convener
2	Mr.N.Kiran	Mathematics	Co-Convener
3	Dr. J Rajendra Kumar	Pharmacy	Member
4	Mrs. C.Supriya	Management	Member
5	Ms.B.Jyothi	Data Science	Member
6	Dr.Ch.Mahesh	Physical Education	Member
7	Mr.M. Karunakar Reddy	Administration	Member
8	Ms. Ananya Santosh (23EG105E06)	CSE	Student Member
9	Mr.Agastya Rahul Sai (22EG107B02)	AIML	Student Member
10	Mr. Ramarapu Lalith Sagar (23EG106A49)	AI	Student Member
11	Ms. Burra Aishwarya (22PH102A05)	Pharm D.	Student Member

Agenda

1. To discuss food safety in the canteens / outlets.
2. To review existing menus
3. To discuss the increase in seating capacity in the canteen
4. To review the segregation of biodegradable and non-biodegradable waste
5. To monitor student discipline during lunch hours
6. To discuss the feedback given by students

Resolutions of the Meeting

Item 1: To discuss food safety in the canteens / outlets.

Resolution 1: The Committee resolved that it will conduct periodic inspections of the canteen premises, focusing on cleanliness and pest control measures. Each member will carry out a review at least once a week, during their available time slots, and submit brief observations to the Canteen Supervisor for any follow-up action.

Item 2: To review existing menus

Resolution 2: The Committee discussed the need to diversify meal options to promote healthier and more economical choices for students and staff. It was agreed to introduce rice combo meals and fruit bowls in the canteen menu on a trial basis.

Item 3: To review the segregation of biodegradable and non-biodegradable waste

Resolution 3: The Committee emphasised the importance of sustainable waste management practices in line with the University's environmental policies. It was decided to begin the segregation of biodegradable and non-biodegradable waste immediately. Suitably labelled bins shall be placed within and around the canteen area.

Item 4: To discuss the increase in seating capacity in the canteen

Resolution 4: The Committee noted the need for additional seating arrangements to accommodate faculty members during peak hours.

Item 5: Measures to reduce of wastage of food

Resolution 5: It was noted that based on student feedback, the canteen in-charge planned the weekend menu more effectively and reduced the preparation of unwanted food items. Food waste bins with awareness posters were installed to encourage responsible disposal and create awareness about food wastage. Additionally, canteen staff were trained to avoid overcooking and to store food properly, which further helped in minimising food waste.

Item 6: Monitoring of student discipline during lunch hours

Resolution 6: The Committee reviewed the schedule for student monitoring during lunch hours as advised by the Dean, School of Engineering. It was agreed that faculty members would supervise students in rotation as per the schedule provided.



Dr. N. Swapna Goud
Dept. of CSE, Convener



Mr. N. Kiran
Dept. of Mathematics,
Co-Convener