



# MALLA REDDY INSTITUTE OF TECHNOLOGY & SCIENCE

(SPONSORED BY MALLA REDDY EDUCATIONAL SOCIETY)

Permanently Affiliated to JNTUH & Approved by AICTE, New Delhi  
NAAC&NBA Accredited, ISO 9001:2015 Certified, Approved by UK Accreditation Centre  
Granted Status of 2(f) & 12(b) under UGC Act, 1956, Govt. of India.



Ref: MRITS/OO/CQAC/2021-22/01

Date:23.08.2021

## OFFICE ORDER

### Canteen Quality Assessment Cell (COAC)

The following members have been nominated as members of Canteen Quality Assessment Cell (CQAC) to regularly monitor the functioning of college canteen.

Sno	Name	Designation	Position in Committee
1	Dr. K Ravindra	Principal	Chairman
2	Mr. A Sreenivasulu	Asst.Prof., H&S	Convener
3	Mr. T Mahesh	Assoc.Prof., CSE	Member
4	Mr. G F Harish Reddy	Asst.Prof., ECE	Member
5	Mr. M V Pramod Kumar	Asst.Prof., CE	Member
6	Mr. B Srinu	Asst.Prof., H&S	Member
7	Ms. Ramya Pilli (19S15A0125)	Student	Student Member
8	Mr. B Aravind (19S11A0505)	Student	Student Member
9	Ms. K Tharuni (19S11A0549)	Student	Student Member
10	Mr. Hemanth Uruturu (19S11A04D1)	Student	Student Member

### Duties of the Committee:

1. To check the quality of materials used for preparation of food items.
2. To check the hygenity in kitchen, wash area and dining hall.
3. To interact with the student and staff visitors to know the taste and quality of food.
4. To receive letters related to grievances, if any, from the users of the canteen.
5. To redress the complaints as early as possible.
6. To submit a fortnightly report to the Principal.



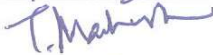


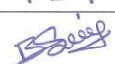
Copy to:

1. All Committee Members
2. All HoD's for information
3. IQAC Coordinator
4. AAA Coordinator
5. Exam Branch
6. Admin Office
7. Notice Board
8. PA to Principal for filing
9. JNTUH

  
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**Signature of the Canteen Quality Assessment Cell (CQAC) Committee Members**

S.No.	Name of the staff member	Designation	Position in Committee	Signature
1	Dr. K Ravindra	Principal	Chairman	
2	Mr. A Sreenivasulu	Asst.Prof., H&S	Convener	
3	Mr. T Mahesh	Assoc.Prof., CSE	Member	
4	Mr. G F Harish Reddy	Asst.Prof., ECE	Member	
5	Mr. M V Pramod Kumar	Asst.Prof., CE	Member	
6	Mr. B Srinu	Asst.Prof., H&S	Member	
7	Ms. Ramya Pilli (19S15A0125)	Student	Student Member	Ramya Pilli
8	Mr. B Aravind (19S11A0505)	Student	Student Member	B. Aravind
9	Ms. K Tharuni (19S11A0549)	Student	Student Member	K. Tharuni
10	Mr. Hemanth Uruturu (19S11A04D1)	Student	Student Member	Hemanth



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Ref: MRITS/OO/CQAC/2021-22/03

06/01/2022

## CIRCULAR

All the Canteen members are hereby informed to attend the meeting with principal in canteen at 3.00 pm in scheduled on 07.01.2022.

The agenda of the meeting is:

- Accommodation for the students and staff especially during lunch time.
- Measure to be taken for covid-19 situations and frequently sanitizing the canteen.
- Quality of food being served in the canteen.
- Working hours- (Notice to be kept).
- Hygiene of Kitchen, dining, store, washing area & Toilets.
- Rent and electrical charge collection.
- Maintenance of canteen – Civil & Electrical works.
- Any other point with the permission of chair.

  
CONVENER

CQAC

  
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Copy to:

1. IQAC Coordinator.
2. Controller of Examinations
3. Administrative Officer
4. Accounts Officer
5. PA to Principal



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Ref: MRITS/00/CQAC/2021-22/MINUTES1

Date: 06/01/2022

## Canteen Quality Assessment Cell (CQAC)

### MINUTES OF MEETING

The following points are discussed in the canteen committee meeting held on 07.01.2020

1. Committee members received complaints from students in respect of change in menu; it is brought to the notice of the committee members, that same vegetables are being repeated frequently without change in vegetables.
2. Also expressed that some vegetables are not available in the market.
3. Food quality, delivery time - Some students pointed out that food quality has degraded over last few months. Also, service time has increased. It was suggested that a greater number of canteen workers and specialized cook would solve this problem.
4. Clean clothes, no tobacco chewing - The canteen workers have to adhere to cleanliness and hygiene criteria mentioned in the contract which includes usage of clean clothes and no tobacco chewing in canteen area.
5. Suggestion/complaint register - It was decided that a suggestion register should be kept in canteen to get regular feedback.
6. Seasonal menu - Seasonal menu like variety of milkshakes in summer, soups in winter should be made available as is commonly done in other canteens.

A letter communicating these points will be given to canteen contractor. He will be asked to implement all point by Next 15 days' time.



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The list of CQAC members attends the meeting:

S.NO	Name of The Member	Designation	Position	Signature
1	Dr. K Ravindra	Principal	Chairman	
2	Mr. A Sreenivasulu	Asst. Prof. H&S	Convener	
3	Mr. T Mahesh	Asst. Prof. CSE	Member	
4	Mr. G F Harish Reddy	Asst. Prof. ECE	Member	
5	Mr. M V Pramod Kumar	Asst. Prof. CE	Member	
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CONVENER  
CQAC

  
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Ref: MRITS/OO/CQAC/2021-22/02

24/08/2021

## CIRCULAR

All the MRITS Canteen members are hereby informed that meeting in canteen at 3.00 pm on scheduled on 24.08.2021.

The agenda of the meeting is:

1. Accommodation for the students and staff specially during lunch time.
2. Measure to be taken for covid-19 situations and frequently sanitizing the canteen.
3. Quality of food being served in the canteen.
4. Working hours- (Notice to be kept).
5. Hygiene of Kitchen, dining, store, washing area & Toilets.
6. Rent and electrical charge collection.
7. Maintenance of canteen – Civil & Electrical works.
8. Any other point with the permission of chair.

  
Convenor  
CQAC



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Ref: MRITS/OO/CQAC/2021-22/MINUTES1

Date: 24-08-2021

## Canteen Quality Assessment Cell (CQAC)

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The following points are discussed in the canteen committee meeting held on 24.08.2021 at 3.00 PM.

1. Committee members received complaints from students in respect of change in menu; it is brought to the notice of the committee members, that same vegetables are being repeated frequently without change in vegetables.
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## Committee – strategy Document

### Academic: 2021-22

1. Committee meeting is conducted at the beginning of each academic year.
2. A brief synopsis is given by the committee on the importance of committee.
3. Students are appointed as members for committee.
4. Students are encouraged to actively participate in the committee activities.
5. Committee has given instruction and suggestions to the students and change of agenda points.

  
IQAC Coordinator

  
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