



SOP FOR CANTEEN COMMITTEE

Issue No : 01

Revision No: 00

Doc. No: EOMS·MITS/SOP/54

Issue Date: 01/06/2023

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Purpose:

The purpose of this Standard Operating Procedure (SOP) is to ensure proper functioning of the Institute Canteen in serving the Students, Staff and Guests of the Institute and to give guidelines to the Canteen Committee for smooth running of the Canteen.

Scope:

Applicable for all the events in the institute

Responsibility:

The canteen committee members

Structure:

The Canteen Committee is headed by a Senior Administrator/Professor of the Institute and Comprises members from the faculty, Administrative Officer and students of the Institute. The Committee shall monitor the affairs of the Institute Canteen under the directions of the Management.


Details of Activities:

- The Committee shall meet at least once in 6 months to review the functioning of the Canteen.
- The suggestions given by the members and the resolutions made in the meetings must be recorded in the minutes of the meeting.
- The menu for breakfast, meals and snacks are fixed by the Committee and a sub-committee will look into monitoring of the implementation of the menu suggested.

The following sub-committees are formed:

- for fixing and monitoring the menu.
 - for verifying the quality of provisions and vegetables etc. and also for verifying the quantity and quality of various food items.
 - for checking and ensuring cleanliness.
 - for checking discipline in the canteen.
- Ordering of Snacks, Lunch etc.: Snacks & lunch can be ordered by the proper authority.

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
EOMS Team member	EOMS Team Leader	PRINCIPAL




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Passing on Advance Information to Canteen:

- Sufficient advance information is to be given to the Canteen regarding expected congregation of students or staff or public or VIPs etc., so that arrangements can be made for tiffin or lunch or snacks.
- The information regarding closure of the Institute for a holiday or cancellation of class work should be passed on to the canteen to minimize loss to the Canteen.

Records to be maintained:

- Minutes of the Committee meeting
- Complaint file
- Action file
- Circular file

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