



# DANTULURI NARAYANA RAJU COLLEGE

(Autonomous)

BHIMAVARAM, W.G.DIST, ANDHRA PRADESH, INDIA, PIN- 534202.

(Accredited at 'B<sup>++</sup>' level by NAAC)

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

Date: 13-06-2022

Academic Year 2022-2023

OFFICE ORDER

Canteen/ House Keeping /Hygiene/Sanitation

Canteen committee (CC) has been constituted with the following members for the academic year **2022-2023** under the coordinator ship of SRI. CH. J. SOMA RAJU, who will look after the quality of canteen facilities.

S.NO	NAME OF THE FACULTY	DESIGNATION	DEPARTMENT
1	DR. B.S.SANTHA KUMARI	PRINCIPAL	CHAIRPERSON
2	SRI. CH. J. SOMA RAJU	COORDINATOR	PHYSICS
3	DR.K GOWTHAM KUMAR	MEMBER	SOCIAL WORK
4	DR.B JOYTHI	MEMBER	MATHEMATICS
5	SRI. MD. ZAHEER AHMED	MEMBER	SUPERDIENT

### STUDENT MEMBERS

S.NO	NAME OF THE STUDENT	GROUP
1.	CHIKATIPALLI VAMSI	III BA
2.	KOLLATI SUBBA RAO	III BCOM
3.	RAGU SAI	II BSC
4.	NIMMAL PEDDI RAJU	II BSC

### FUNCTIONS:

#### 1. Menu Planning and Development:

- Deciding on the menu, ensuring it offers a variety of nutritious and balanced food items Considering dietary requirements and preferences of the consumers (students, employees, etc.).

#### 2. Pricing and Budgeting:

- Setting fair and affordable prices for the food items.
- Managing the budget for purchasing ingredients, kitchen equipment, and other essentials.

#### 3. Quality Control:

- Ensuring the food prepared is of high quality, safe, and hygienic.
- Conducting regular checks and inspections of the kitchen and storage areas.

#### 4. Health and Safety Compliance:

- Making sure the canteen adheres to health and safety regulations.

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Date 13-06-2022

## CIRCULAR

**SUB:** - Conduct of Canteen Committee Meeting\_ Regarding.

\*\*\*\*\*

All the Members of Canteen Committee (CC) are hereby informed to attend the College Canteen Committee meeting on 14-06-2022 at 10 Am at Principal's Chamber.


### **Agenda:**

1. Ban of plastic materials in canteen.
2. To provided more verities of snacks in the afternoon

S.NO	NAME OF THE FACULTY	DESIGNATION	DEPARTMENT
1	DR. B.S.SANTHA KUMARI	PRINCIPAL	CHAIRPERSON
2	SRI. CH. J. SOMA RAJU	COORDINATOR	PHYSICS
3	DR.K GOWTHAM KUMAR	MEMBER	SOCIAL WORK
4	DR.B JOYTHI	MEMBER	MATHEMATICS
5	SRI. MD. ZAHEER AHMED	MEMBER	SUPERDIENT

### **STUDENT MEMBERS**

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1.	CHIKATIPALLI VAMSI	III BA
2.	KOLLATI SUBBA RAO	III BCOM
3.	RAGU SAI	II BSC
4.	NIMMAL PEDDI RAJU	II BSC

  
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Copy to:

1. All the Members of Canteen Committee
1. Secretary & Correspondent, DNR College, Association, for information
2. Administrative officer
3. File



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Date: 14-06-2022

## Minutes of meeting

**Subject 1:** Ban on plastic materials in canteen

**Resolution1:** "Resolved that plastic usage should banned completely in the college premises by students and staff to avoid pollution.

**Subject 2:** To provided more verities of snacks in the afternoon

**Resolution 2:** "Resolved to request the canteen manager to see that more verities of snacks are kept available to the students

S.NO	NAME OF THE FACULTY	DESIGNATION	DEPARTMENT	SIGNATURE
1	DR. B.S.SANTHA KUMARI	PRINCIPAL	CHAIRPERSON	B.S.K
2	SRI. CH. J. SOMA RAJU	COORDINATOR	PHYSICS	Ch. J. Soma Raju
3	DR.K GOWTHAM KUMAR	MEMBER	SOCIAL WORK	K. Gowtham Kumar
4	DR.B JOYTHI	MEMBER	MATHEMATICS	B. Joythi
5	SRI. MD. ZAHEER AHMED	MEMBER	SUPERDIENT	M. Zaheer Ahmed

### STUDENT MEMBERS

S.NO	NAME OF THE STUDENT	GROUP	SIGNATURE
1.	CHIKATIPALLI VAMSI	III BA	ch.vamsi
2.	KOLLATI SUBBA RAO	III BCOM	k.subba rao
3.	RAGU SAI	II BSC	Ragu sai
4.	NIMMAL PEDDI RAJU	II BSC	N. Peddi Raju

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Date: 10-06-2021

## Academic Year 2021-2022

### OFFICE ORDER

### Canteen/ House Keeping /Hygiene/Sanitation

Canteen committee (CC) has been constituted with the following members for the academic year 2021-2022 under the coordinator ship of SRI. CH. J. SOMA RAJU, who will look after the quality of canteen facilities.

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1	DR. B.S.SANTHA KUMARI	PRINCIPAL	CHAIRPERSON
2	SRI. CH. J. SOMA RAJU	COORDINATOR	PHYSICS
3	DR.K GOWTHAM KUMAR	MEMBER	SOCIAL WORK
4	DR.B JOYTHI	MEMBER	MATHEMATICS
5	SRI. MD. ZAHEER AHMED	MEMBER	SUPERDIENT

### STUDENT MEMBERS

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2.	KOLLATI SUBBA RAO	II BCOM
3.	RAGU SAI	I BSC
4.	NIMMAL PEDDI RAJU	I BSC

### FUNCTIONS:

#### **1. Menu Planning and Development:**

- Deciding on the menu, ensuring it offers a variety of nutritious and balanced meals.
- Considering dietary requirements and preferences of the consumers (students, employees, etc.).

#### **2. Pricing and Budgeting:**

- Setting fair and affordable prices for the food items.
- Managing the budget for purchasing ingredients, kitchen equipment, and other essentials.

#### **3. Quality Control:**

- Ensuring the food prepared is of high quality, safe, and hygienic.
- Conducting regular checks and inspections of the kitchen and storage areas.

  
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Date 07-07-2021

## CIRCULAR

SUB: - Conduct of Canteen Committee meeting - Regarding.

\*\*\*\*\*

All the Members of Canteen Committee (CC) are hereby informed to attend the College Canteen Committee meeting on 09-07-2021 at 10 Am at Principal's Chamber.

### Agenda:

1. Keeping fruits availability
2. Providing juice point facility within the canteen

S.NO	NAME OF THE FACULTY	DESIGNATION	DEPARTMENT
1	DR. B.S.SANTHA KUMARI	PRINCIPAL	CHAIRPERSON
2	SRI. CH. J. SOMA RAJU	COORDINATOR	PHYSICS
3	DR.K GOWTHAM KUMAR	MEMBER	SOCIAL WORK
4	DR.B JOYTHI	MEMBER	MATHEMATICS
5	SRI. MD. ZAHEER AHMED	MEMBER	SUPERDIENT

### STUDENT MEMBERS

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1.	CHIKATIPALLI VAMSI	II BA
2.	KOLLATI SUBBA RAO	II BCOM
3.	RAGU SAI	I BSC
4.	NIMMAL PEDDI RAJU	I BSC

Copy to:

1. All the Members of Canteen Committee
1. Secretary & Correspondent, DNR College, Association, for information
2. Administrative officer
3. File

  
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Date 09-07-2021

## Minutes of meeting

**Subject 1:** Keeping fruits available

**Resolution1:** "Resolved that the committee will keep fruits available, which are good source of vitamins and minerals, and take measures to preserve fruits.

**Subject 2:** Providing juice point facility within the canteen

**Resolution 2:** "Resolved to provide juice point within the canteen, again taking necessary precautions to acquire.

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1	DR. B.S.SANTHA KUMARI	PRINCIPAL	CHAIRPERSON	Bsk
2	SRI. CH. J. SOMA RAJU	COORDINATOR	PHYSICS	ch.j.soma
3	DR.K GOWTHAM KUMAR	MEMBER	SOCIAL WORK	Ragu Sai
4	DR.B JOYTHI	MEMBER	MATHEMATICS	B. Joythi
5	SRI. MD. ZAHEER AHMED	MEMBER	SUPERDIENT	H. Ahmed

### STUDENT MEMBERS

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1.	CHIKATIPALLI VAMSI	II BA	ch.vamsi
2.	KOLLATI SUBBA RAO	II BCOM	Ki.subba rao
3.	RAGU SAI	I BSC	Ragu sai
4.	NIMMAL PEDDI RAJU	I BSC	N.Peddi: Raju

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Date: 10-12-2020

Academic Year 2020-2021

OFFICE ORDER

Canteen/ House Keeping /Hygiene/Sanitation

Canteen committee (CC) has been constituted with the following members for the academic year 2020-2021 under the coordinator ship of SRI. CH. J. SOMA RAJU, who will look after the quality of canteen facilities.

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1	DR. B.S.SANTHA KUMARI	PRINCIPAL	CHAIRPERSON
2	SRI. CH. J. SOMA RAJU	COORDINATOR	PHYSICS
3	DR.K GOWTHAM KUMAR	MEMBER	SOCIAL WORK
4	DR.B JOYTHI	MEMBER	MATHEMATICS
5	SRI. MD. ZAHEER AHMED	MEMBER	SUPERDIENT

## STUDENT MEMBERS

S.NO	NAME OF THE STUDENT	GROUP
1.	CHIKATIPALLI VAMSI	I BA
2.	KOLLATI SUBBA RAO	I BCOM
3.	VAVILAPALLI GOWTHAM	II B.Sc.
4.	PUNEM SOWJANYA	III B.COMV.

## FUNCTIONS:

### 1. Menu Planning and Development:

- Deciding on the menu, ensuring it offers a variety of nutritious and balanced food items.
- Considering dietary requirements and preferences of the consumers (students, employees, etc.).

### 2. Pricing and Budgeting:


- Setting fair and affordable prices for the food items.
- Managing the budget for purchasing ingredients, kitchen equipment, and other essentials.

### 3. Quality Control:

- Ensuring the food prepared is of high quality, safe, and hygienic.
- Conducting regular checks and inspections of the kitchen and storage areas.

### 4. Vendor Management:

- Selecting and managing relationships with food and ingredient suppliers.
- Ensuring that suppliers meet the required standards for quality and safety.

  
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Date: 10-12-2020

## CIRCULAR

**SUB:** - Conduct of Canteen Committee Meeting.

\*\*\*\*\*

All the Members of Canteen Committee (CC) are hereby informed to attend the College Canteen Committee meeting on 15-12-2020 at 10 AM at Principal's Chamber.


### **Agenda:**

1. To discuss about food quality maintained at the canteen
2. To provide the separate hall to the girl students

S.NO	NAME OF THE FACULTY	DESIGNATION	DEPARTMENT
1	DR. B.S.SANTHA KUMARI	PRINCIPAL	CHAIRPERSON
2	SRI. CH. J. SOMA RAJU	COORDINATOR	PHYSICS
3	DR.K GOWTHAM KUMAR	MEMBER	SOCIAL WORK
4	DR.B JOYTHI	MEMBER	MATHEMATICS
5	SRI. MD. ZAHEER AHMED	MEMBER	SUPERDIENT

### **STUDENT MEMBERS**

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1.	CHIKATIPALLI VAMSI	I BA
2.	KOLLATI SUBBA RAO	I BCOM
3.	VAVILAPALLI GOWTHAM	II B.Sc.
4.	PUNEM SOWJANYA	III B.COMV.

  
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Copy to :

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3. Administrative officer
4. File





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Date 15-12-2020

## Minutes of meeting

**Subject 1:** To discuss about food quality maintained at the canteen

**Resolution 1:** "Resolved that the committee members discussed in detail about the quality of food provided at the canteen. The members expressed satisfaction regarding services provided at the canteen as well as the food quality.

**Subject 2:** To provide the separate hall to the girl students

**Resolution 2:** "Resolved to provide to separate hall to the girl students so that they can feel free to move in the canteen.

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1	DR. B.S.SANTHA KUMARI	PRINCIPAL	CHAIRPERSON	Bsk
2	SRI. CH. J. SOMA RAJU	COORDINATOR	PHYSICS	Ch. J. Soma Raju
3	DR.K GOWTHAM KUMAR	MEMBER	SOCIAL WORK	K. Gowtham Kumar
4	DR.B JOYTHI	MEMBER	MATHEMATICS	B. Joythi
5	SRI. MD. ZAHEER AHMED	MEMBER	SUPERDIENT	M. Zaheer Ahmed

### STUDENT MEMBERS

S.NO	NAME OF THE STUDENT	GROUP	SIGNATURE
1.	CHIKATIPALLI VAMSI	I BA	Ch. Vamsi
2.	KOLLATI SUBBA RAO	I BCOM	K. Subba Rao
3.	VAVILAPALLI GOWTHAM	II B.Sc.	V. Gowtham
4.	PUNEM SOWJANYA	III B.COMV.	P. Sowjanya

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Date: 20-06-2019

Academic Year 2019-2020

OFFICE ORDER

Canteen/ House Keeping /Hygiene/Sanitation

Canteen committee (CC) has been constituted with the following members for the academic year 2019 - 2020

S.NO	NAME OF THE FACULTY	DESIGNATION	DEPARTMENT
1	Sri.M.V.RAGHUPATHI RAJU	PRINCIPAL	CHAIRMAN
2	SRI. CH. J. SOMA RAJU	COORDINATOR	PHYSICS
3	DR.K GOWTHAM KUMAR	MEMBER	SOCIAL WORK
4	DR.B JOYTHI	MEMBER	MATHEMATICS
5	SRI. MD. ZAHEER AHMED	MEMBER	SUPERDIENT

## STUDENT MEMBERS

S.NO	NAME OF THE STUDENT	GROUP
1.	Mr. PITTA NARESH KUMAR	II B.COM.
2.	Ms. PAKA SARASWATHI	II B.COM.
3.	Mr. MAJHI RAJU	III B.Sc.
4.	Mr. NATINA KRISHNA	III B.A.

## FUNCTIONS:

### 1. Menu Planning and Development:

- Deciding on the menu, ensuring it offers a variety of nutritious and balanced food items.
- Considering dietary requirements and preferences of the consumers (students, employees, etc.).

### 2. Pricing and Budgeting:

- Setting fair and affordable prices for the food items.
- Managing the budget for purchasing ingredients, kitchen equipment, and other essentials.

### 3. Quality Control:

- Ensuring the food prepared is of high quality, safe, and hygienic.
- Conducting regular checks and inspections of the kitchen and storage areas.

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Date: 22-06-2019

## CIRCULAR

**SUB:** - Conduct of Canteen Committee Meeting- Regarding.

\*\*\*\*\*

All the Members of Canteen committee are hereby informed to attend the College Canteen meeting on 24-06-2019 at 10 AM. at principal's chamber.

### **Agenda:**

1. To discuss about healthy and hygienic dishes
2. To discuss the Physical conditions of the Canteen

S.NO	NAME OF THE FACULTY	DESIGNATION	DEPARTMENT
1	Sri.M.V.RAGHUPATHI RAJU	PRINCIPAL	CHAIRMAN
2	SRI. CH. J. SOMA RAJU	COORDINATOR	PHYSICS
3	DR.K GOWTHAM KUMAR	MEMBER	SOCIAL WORK
4	DR.B JOYTHI	MEMBER	MATHEMATICS
5	SRI. MD. ZAHEER AHMED	MEMBER	SUPERDIENT

### **STUDENT MEMBERS**

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2.	Ms. PAKA SARASWATHI	II B.COM.
3.	Mr. MAJHI RAJU	III B.Sc.
4.	Mr. NATINA KRISHNA	III B.A.

  
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Copy to :

1. All the Members of Canteen Committee
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3. Administrative officer
4. File



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Date 24-06-2019

## Minutes of meetings

**Subject1:** To Discuss Healthy and Hygienic Dishes

**Resolution:** "Resolved that the committee will develop standards for healthy and hygienic dishes and review a recommended menu in the next meeting."

**Subject2:** To Discuss the Physical Conditions of the Canteen

**Resolution:** "Resolved that the committee will assess the canteen's physical conditions and prepare an improvement report for further action."

S.NO	NAME OF THE FACULTY	DESIGNATION	DEPARTMENT	SIGNATURE
1	Sri.M.V.RAGHUPATHI RAJU	PRINCIPAL	CHAIRMAN	
2	SRI. CH. J. SOMA RAJU	COORDINATOR	PHYSICS	
3	DR.K GOWTHAM KUMAR	MEMBER	SOCIAL WORK	
4	DR.B JOYTHI	MEMBER	MATHEMATICS	
5	SRI. MD. ZAHEER AHMED	MEMBER	SUPERDIENT	

### STUDENT MEMBERS

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2.	Ms. PAKA SARASWATHI	II B.COM.	
3.	Mr. MAJHI RAJU	III B.Sc.	
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**DANTULURI NARAYANA RAJU COLLEGE**  
(AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Date: 13-06-2018

**Academic Year 2018-2019**  
**OFFICE ORDER**  
**Canteen/ House Keeping /Hygiene/Sanitation**

Canteen committee (CC) has been constituted with the following members for the academic year 2018-2019 under the coordinator ship of SRI. CH. J. SOMA RAJU, who will look after the quality of canteen facilities.

S.NO	NAME OF THE FACULTY	DESIGNATION	DEPARTMENT
1	DR.K.V.V.A.P.T.SURYA RAO	PRINCIPAL	CHAIRMAN
2	SRI. CH. J. SOMA RAJU	COORDINATOR	PHYSICS
3	DR.K GOWTHAM KUMAR	MEMBER	SOCIAL WORK
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4.	Mr. NATINA KRISHNA	II B.A.

**FUNCTIONS:**

**1. Menu Planning and Development:**

- Deciding on the menu, ensuring it offers a variety of nutritious and balanced food items.
- Considering dietary requirements and preferences of the consumers (students, employees, etc.).

**2. Pricing and Budgeting:**


- Setting fair and affordable prices for the food items.
- Managing the budget for purchasing ingredients, kitchen equipment, and other essentials.

**3. Quality Control:**

- Ensuring the food prepared is of high quality, safe, and hygienic.
- Conducting regular checks and inspections of the kitchen and storage areas.

**4. Vendor Management:**

- Selecting and managing relationships with food and ingredient suppliers.
- Ensuring that suppliers meet the required standards for quality and safety.

  
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# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Date: 13-06-2018

## CIRCULAR

**SUB: -** Conduct of Canteen Committee Meeting.

\*\*\*\*\*

All the Members of Canteen Committee (CC) are hereby informed to attend the College Canteen Committee meeting on 15-06-2018 at 10 AM at Principal's Chamber.

**Agenda:**

1. To discuss and prepare Standard Operating Procedure
2. To discuss the requirement of Canteen

S.NO	NAME OF THE FACULTY	DESIGNATION	DEPARTMENT
1	DR.K.V.V.A.P.T.SURYA RAO	PRINCIPAL	CHAIRMAN
2	SRI. CH. J. SOMA RAJU	COORDINATOR	PHYSICS
3	DR.K GOWTHAM KUMAR	MEMBER	SOCIAL WORK
4	DR.B JOYTHI	MEMBER	MATHEMATICS
5	SRI. MD. ZAHEER AHMED	MEMBER	SUPERDIENT

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2.	Ms. PAKA SARASWATHI	I B.COM.
3.	Mr. MAJHI RAJU	II B.Sc.
4.	Mr. NATINA KRISHNA	II B.A.

**Copy to:**

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3. Administrative officer
4. File

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**BHIMAVARAM.**



# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

A College with Potential for Excellence & Accredited at 'A' Level by NAAC

Date 15-06-2018

## Minutes of the meeting

**Subject 1:** To discuss and prepare Standard Operating Procedure

**Resolution:** "Resolved that the committee will draft a comprehensive SOP for canteen operations, to be reviewed in the next meeting."

**Subject 2:** To Discuss the Requirement of Canteen

**Resolution:** "Resolved that the committee will evaluate the requirements of canteen and prepare a detailed report for approval."

S.NO	NAME OF THE FACULTY	DESIGNATION	DEPARTMENT	SIGNATURE
1	DR.K.V.V.A.P.T.SURYA RAO	PRINCIPAL	CHAIRMAN	
2	SRI. CH. J. SOMA RAJU	COORDINATOR	PHYSICS	
3	DR.K GOWTHAM KUMAR	MEMBER	SOCIAL WORK	
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2.	PAKA SARASWATHI	I B.COM.	
3.	MAJHI RAJU	II B.Sc.	
4.	NATINA KRISHNA	II B.A.	

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