

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION  
ANDHRA PRADESH :: VIJAYAWADA  
Present : Dr. Pola Bhaskar, I.A.S.**

**Rc.No.1/SOP - Canteen/AC/CCE - 2022**

**Dated: 04-02-2022**

**Sub:** Collegiate Education - Standard Operating Procedure for Running Canteen Facility in Government Degree College Campuses - Reg.

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The following Standard Operating Procedures/guidelines are intended for hassle free establishment and running of the Canteen facility in Government Degree Colleges across the state of Andhra Pradesh and shall come into force with immediate effect:

1. The "Head of the Institution (HOI)/ Principal of the College" should convene a meeting with the stakeholders (Teachers/Students/Alumni) for taking views/suggestions on establishment/running of Canteen Facility/College Canteen in the college premises.

2. The views/suggestions may be taken on selection of location for establishing canteen, quantum of rent to be charged from the vendor, fixation of prices of tiffins / snacks/food/tea etc.

3. The HOI/Principal in consultation with the staff council shall make resolutions duly incorporating appropriate suggestions of the stakeholders. Subsequently, these resolutions are to be approved with/without modifications by the College Development and Planning Council (CPDC) of the college. College canteen shall be established only after the approval of the CPDC.

4. A canteen committee has to be formed with minimum three faculty and two students as members. Quotations are to be called from local vendors duly following transparent procedure and fix the rentals per month towards accommodation through an agreement which has to be renewed every year based on the performance.

5. Rental charges must be deposited in the CPDC account of the college and have to be utilized for College developmental activities.

6. Preference should be given to Alumni of the college in running college canteen. This will ensure college canteens to act as incubation hubs that allow interaction with alumni who are well placed to offer intellectual and practical support to the students in the launching of their career and setting of goals.

7. The vendor has to be alerted in no uncertain terms that any adverse remark on food being served in the canteen, if found correct by the canteen committee, shall lead to termination of the agreement.

**Sd/- Pola Bhaskar**

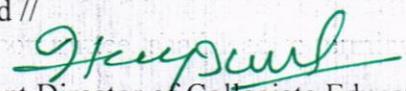
**Commissioner of Collegiate Education**

To  
All the Principals GDCs in the state.

Copy to RJDCes in all Zones.

Copy to the Academic Guidance Officer,O/o CCE.

// True Copy Attested //

  
Assistant Director of Collegiate Education

