

CANTEEN MANAGEMENT POLICY

Purpose:

To narrate the process involved in managing canteen facility

Scope:

To provide good and timely food for students

Responsibility:

Canteen Supervisor, Secretary

Procedure:

The canteen is run and managed by the Canteen manager under the supervision of the Secretary/CEO. The management allocated or releases an Advance amount for a week's purchase to the canteen supervisor, at the end of the week ,he submits the bills and requests the amount for the next week. The management and Hostel warden checks the food in between and changes are made if necessary.

REFERENCE:

Quality Manual