



UNIVERSITY COLLEGE OF ENGINEERING

(Anna University Constituent College)

KONAM, NAGERCOIL - 629 004

The “**Students Akshaya Canteen (SAC)**” at University College of Engineering, Nagercoil Campus is started to give quality food in minimum cost to students and staff, through the College Hostel Mess.

Guidelines for establishing the Students Akshaya Canteen (SAC):

1. Dean has to form a “**SAC Committee**” consisting of the following members for every academic year,

Dean	- Chairman
Deputy Warden (Mess & Accounts)	- Secretary
Male Teaching Staff	- Member
Female Teaching Staff	- Member
Male Non Teaching Staff	- Member
Female Non Teaching Staff	- Member
Student inmate from boys hostel	- Member
Student inmate from girls hostel	- Member
Day Scholar Student - Boy	- Member
Day Scholar Student - Girl	- Member

2. SAC will be operated in the canteen building.
3. A Separate bank account has to be opened as a joint account, operated jointly by the concerned
Dean/ Chairman and Deputy Warden (Mess & Accounts)/Secretary
4. Menu list and Price will be finalized by the SAC committee. The items and price can be changed once in a month only.
5. Purchasing of provisions and other items will be taken care by the Hostel mess purchase committee.
6. The sharing of profit is such that, 1/3 of the profit may be accounted to carry out the SAC related activities and 2/3 will be given to hostel mess account in order to reduce the mess bill of hostel students.

7. SAC will function under the direct monitoring of the SAC committee and a duly nominated Auditing committee appointed by the Dean (excluding SAC Members) will audit the accounts once in every year, probably during the month of May.
8. Sale of Unauthorized (Not approved by the SAC committee) items in the SAC are strictly prohibited.
9. SAC will be operated from 8.30 am to 5.30 pm on all working days.
10. SAC will have one cook/master , one supplier cum cleaner and one Manager. The cook, supplier cum cleaner will be shared from the hostel mess by additional payment to the mess work contractor and the Manager will be appointed by the Dean with the approval of SAC committee.
11. Initial investment will be done through hostel mess account and all the belongings of the SAC will be the property of hostel mess.
12. The Chairman / Secretary of the SAC have to verify the token system every day and will arrange to remit the collection in the bank account through college office cash counter.