

Canteens, Photostat Shops, and Stationery Store

Under the Department of Student Affairs

The University provides various on-campus facilities to ensure convenience and comfort for its students, faculty, and staff. These include **Canteens, Photostat Shops**, and a **Stationery Store**, all of which operate under the supervision of the **Department of Student Affairs**.

Facilities and Services

The canteens offer healthy, hygienic, and affordable food, while the photostat shops and stationery store provide quality products and services at subsidized rates to cater to the academic and daily needs of the university community.

Contracting and Regulatory Procedure

All facilities are awarded and managed through a standardized tendering process in accordance with SPPRA (Sindh Public Procurement Regulatory Authority) rules and regulations. This ensures transparency, fairness, and adherence to institutional standards.

Monitoring and Quality Assurance

A dedicated **Monitoring Committee** oversees the functioning of all facilities. The committee comprises representatives from the:

- Department of Food Engineering
- University Medical Centre
- Department of Student Affairs

The committee conducts regular inspections of each facility, and detailed reports are compiled based on a comprehensive evaluation checklist that covers:

- Food quality and hygiene
- Pricing and affordability
- Cleanliness and maintenance of premises
- Staff behavior and service standards

Grievance Handling and Price Regulation

The Canteen and Photostat Management Committee promptly addresses all grievances and customer complaints. It also regulates price revisions and ensures that the quality of food and other products is consistently maintained.

Following are the notifications of Hygiene and Management committees and the Inspection Check List.

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

No. DR (Estab)/(784)/7549

Dated: 28/8/2023

OFFICE ORDER

In continuation of this office order No. DR (Estab)/(784)/7496 dated 28-08-2023, the University has constituted the Committee comprising of the following for Monitoring the University Canteens Hygiene:

1. **Dr. Jawaad Ahmed Ansari** Convener
Assistant Professor
Dept. of Food Engg.
2. **Dr. Zunair Ahmed** Member
Medical Officer
Medical Department
3. **Mr. Muhammad Qabil Chandio** Member
Security Officer
Registrar Office
4. **Syeda Fariha Fahmeed Maqsood** Secretary
Deputy Controller Student Affairs

[Signature]
REGISTRAR

To:

All above

Copy for information to:

- 1 Controller Student Affairs
- 2 Director Finance
- 3 Principal Medical Officer
- 4 Deputy Registrar (S&G)
- 5 Ag. Resident Auditor

15784/837/25938
31-8-23

OFFICE ORDER

In supersession of this office order No. DR (Estab)/(748)/479 dated 22-01-2025, the University has constituted the Canteen, PPC Shop and Stationary Store Management Committee comprising of the following:

- | | | |
|----|---|-------------------|
| 1. | Controller Student Affairs | Convener |
| 2. | Registrar Representative | Member |
| 3. | Director Works & Service Representative | Member |
| 4. | Director Finance Representative | Member |
| 5. | Director Procurement Representative | Member |
| 6. | Deputy Controller Student Affairs-II | Member |
| 7. | Assistant Controller Student Affairs-II | Member/ Secretary |

ToR of above Committees will be as under:

1. Setting up / fixing of the price list of food items and Stationary Item.
2. Monitoring of the Price and Quality / Quantity of food items and Stationary Shop.
3. Maintenance & Repair work.
4. Disciplinary Action in case of Violation of Deed of License / Agreement or in case of Discrepancy.
5. Tender processing of canteens / PPC Shops & Stationary Shop.
6. Tender Documents, Deed of License / Agreement. Application from etc formation & Finalization.
7. Conducting regular reviews of the operations and providing reports to the relevant authorities for timely intervention and decision-making.
8. Timely payment of License Fee and Utilities Bills.
9. Any other matter related to University Canteens and PPC Shops / NED Stationary Store.



REGISTRAR

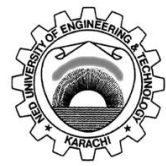
To:

All Above

Copy for information to:

1. Director Works & Service
2. Controller Student Affairs
3. Director Finance
4. Deputy Registrar (Cdn)
5. Ag. Resident Auditor

187/2025
24-1-25



STUDENT AFFAIRS DEPARTMENT

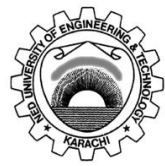
SOP/DSA 01/07/00

Canteen Inspection Checklist

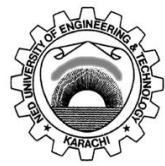
This checklist is to be used for canteen inspection by the concerned in charge. The canteen in charge should make unannounced visit/s of the canteen and submit this inspection report once at the end of every Month.

Canteen (Name): _____ Canteen Contractor's Name: _____ Inspection Month: _____ Inspection Date/s: _____
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1	Canteen Contractor & Staff		
		Observation Yes or No	Action Required
a	Is Contractor himself present at the canteen during the day?		
b	Are adequate numbers of staff available?		
c	Is there any sign/system of personnel monitoring by the canteen contractor?		
2	Set up & Available Resources		
a	Is the space properly organized?		
b	Is the canteen furniture sufficient, in good condition and arranged well?		
c	Does canteen have adequate light, fan and ventilation arrangements?		
d	Is the price and menu list displayed prominently?		
e	Are the refrigerators, water reservoirs, stoves and other equipment's placed securely and are in working condition?(Check the water filter cartridges whether valid/expired)		
f	Does the canteen have sufficient and appropriate serving, storage and preparation utensils?		
3	Customer Handling		
a	Is canteen staff efficiently handling the customers?		
b	Is the staff appropriately dealing with the male and female customers?		
4	Food		
a	Does the canteen offer adequate food variety of snacks and lunch menu?		



b	Are the food items of good quality and safe for consumption?		
c	Are there food items available promoting balanced and healthy diet (salads, milkshakes, fresh juices, variety of biscuits, yoghurts etc.)?		
d	Are good and standard ingredients being used to prepare and serve food?		
e	Is the food & drinks' quantity adequate with respect to its price?		
5	Hygiene		
a	Is the canteen (serving, cooking, and washing areas) clean and well kept?		
b	Are the utensils, equipment's neat and clean?		
c	Is the food stored and disposed off well?		
d	Are there adequate materials (soaps, detergents, disinfectants) available for cleaning, washing and disinfecting the canteen and its various resources?		
e	Is the personal hygiene (clothes, hair, nails etc.) of the canteen staff adequate?		
f	Has the canteen contractor conveyed the do's and don'ts related to personal hygiene to the staff member?		
g	Is the canteen staff following procedures to ensure personal hygiene at all times? (Example: Are they told (and provided soap) to wash their hands frequently?)		
h	Are their measures taken to keep the canteen (especially food storage & preparation areas) free of dust, mosquitoes and flies?		
5	Emergency Response:		
a	Is fire Extinguisher available valid/expired		
b	Is Emergency contact # displayed or not?		
c	Is First Aid Box available or not?		



Additional Comments /Observations/Suggestions

Name of Canteen In charge: _____ Signature With Date _____

Received by (Student Affairs Department: _____

1. Convener Hygiene Committee: _____ 2. Secretary Hygiene Committee: _____

3. Member Hygiene Committee: _____ 4. Member Hygiene Committee: _____