



OFFICE OF THE PRINCIPAL
GANDHI INSTITUTE OF EXCELLENT TECHNOCRATS
SANTI NIKETAN, GHANGAPATANA, BHUBANESWAR, 752054.

Ref. No.:

Date:

OFFICE ORDER
Canteen Committee
Academic Year 2022-23

Objectives: This Committee has set up in order to provide qualitative, healthy, hygienic & delicious food to the boarders of boys & Girl's hostel / day scholars / staff in a healthy & enriched atmosphere inside the college premises to develop and maintain their healthy physique

Sl. No.	Name	Position
1	Dr. Subhrajit Pradhan (Principal, Gandhi Institute of Excellent Technocrats)	Chairperson
2	Dean Student Affairs (Gandhi Institute of Excellent Technocrats)	Convenor (Ex Offico)
3	Ramachandra Behera (Canteen Manager, Gandhi Institute of Excellent Technocrats)	Co-Convenor
4	Mr.Surendra Satapathy (AAO Student Counselling, Gandhi Institute of Excellent Technocrats)	Member
5	Prof.Tarakant Sahoo (Assistant Professor Basic Science and humanities, Gandhi Institute of Excellent Technocrats)	Member
6	Prof.BCD Bairiranjan (Assistant Professor Computer Science, Gandhi Institute of Excellent Technocrats)	Member
7	Prof.Alok Ranjan Sahoo (Assistant Professor BSH, Gandhi Institute of Excellent Technocrats)	Member
8	Prof.Rama Prassana Pradhan (Assistant Professor Mechanical, Gandhi Institute of Excellent Technocrats)	Member
9	Prof.Amit Jain Biswal (Assistant Professor Mechanical, Gandhi Institute of Excellent Technocrats)	Member
10	Jasmine Jena(Student, 7 th semester, CE,	Member

	Gandhi Institute of Excellent Technocrats)	
11	Twinkle Kumari(Student-ST,7th semester,EE, Gandhi Institute of Excellent Technocrats)	Member
12	Asish Kumar Das(Student, 5 th semester,EE, Gandhi Institute of Excellent Technocrats)	Member
13	Soubhagya Ranjan Mallick(Student-SC,5 th semester,CSE, Gandhi Institute of Excellent Technocrats)	Member

Roles & Responsibilities

- This committee shall responsible to provide the qualitative, healthy, hygienic & delicious food in time & regularly to the boarders / students / staff of GIET.
- The members should have taken all responsibility of management of canteen & cafeteria in a systematic way.
- The committee have to look after all the assets of canteen & cafeteria and to record it regularly. Further it has to monitor it for repairing, renovation of assets if required.
- The purchased consumable goods are to be verified and monitored regularly in quantity and quality.
- The recorded amount of meals / Tiffin should be regularly audited by the committee.
- The menu / items are to be prepared with proper consultation of the representative of Hostel Committee (Both Boys/Girls) as well as faculty.
- The Committee should have a good relation with the management & planning for its better development.
- The quality of food shall be checked and tested by the competent authority of food and supply department of Odisha, at least twice in a year.
- The safety and security measures should be adopted for early protection against fire hazards.

**Principal
Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar**

Memo No _____/GIET-Ghangapatna/

Date:-

Copy to:

1. Hon'ble Vice-Chairman for favour of information.
2. Dean Academics/Dean Student Affairs/ Dean R&D/A.O.(Academics)/Director T&P/ All HODs/
/Asst.Manager-HR/A.O.(Admin)/T&P Cell/ Library/Exam.Section/Staff Circular.
3. Person Concern for the information/personal file for record.

**Principal
Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar**