



Raj Kumar Goel Institute of Technology
OFFICE OF THE DIRECTOR

Ref. No. RKGIT/ Dir.Off/ April/118/2024

Dated : 18th April, 2024

Sub: Canteen Committee
(Session: 2024-25)

A Committee consisting of the following faculty & staff members is constituted to check and regulate the functioning of the College Canteen:

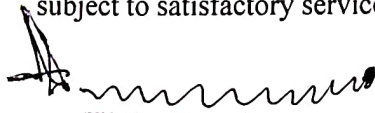
Srl no.	Name	Designation
1	Dr. Sanjeev Goyal	Prof. AS&H
2	Dr. Saurabh Gupta	Assoc. HOD ME
3	Dr. Vishwanath Agarhari	Professor, Pharmacy
4	Dr. Vinita Singh	Assoc. Prof. AS&H
5	Mr. Deepak Tomar	Asstt. Prof. MBA
6	Ms. Shweta Sharma	Warden Girls hostel (Srojini Bhavan)


The Canteen being a common facility for the faculty / staff / parents / guests/students, it is necessary to regulate the affairs of Canteen on regular basis by the Canteen Committee.

Role & Responsibility of Canteen Committee

- 1) The Canteen staff is properly dressed.
- 2) The Contractor has necessary permission and food license etc. as per statutory requirement.
- 3) The canteen staff maintain proper personal hygiene and wear mask, gloves, cap & apparen while working in canteen.
- 4) To check hygiene and sanitation in the Canteen, kitchen & surrounding areas.
- 5) To keep check on the rates / quality / quantity and services in canteen is an important function of the canteen committee.
- 6) To periodically visit the canteen and interact with the students / faculty / staff, to take their feedback with respect to the quality / rates / services etc. and in case of any discrepancy, to bring the same to the notice of Dean Student Welfare / Director.
- 7) Items used in canteen are of good quality / appropriate brand.
- 8) Any new item(s) to be added in canteen, approval of the committee with respect to its rate / quantity / quality will be taken.

The Canteen Committee will also check that an agreement / MOU with Canteen Contractor is available on record alongwith food license etc. The agreement will be revised every year subject to satisfactory services by the Contractor.


(H.G. Garg)
Dean Student Welfare

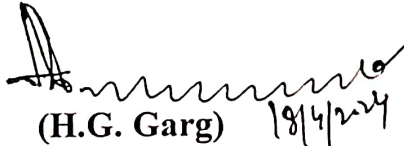

(Dr. B.C. Sharma)
Director


Copy to:

- Dr. Sanjeev Goyal, Prof. AS&H
- Dr. Saurabh Gupta, Assoc. HOD ME
- Dr. Vishwanath Agrahari, Professor, Pharmacy
- Dr. Vinita Singh, Assoc. Prof. AS&H
- Mr. Deepak Tomar, Asstt. Prof. MBA
- Ms. Shweta Sharma, Warden Girls hostel (Sarojini Bhavan)
- Incharge Canteen, RKGIT
- Dean Student Welfare;
- Dean (Academics);
- Dean EII/ Dean (Accreditation)
- All HODs / Coordinators 1st year;
- Accounts officer / Accounts branch;
- All Wardens & Caretakers;

Chairman
Vice Chairman
Group Advisor
Group Ex. Director
Director, RKGIT
Principal Pharmacy
Assoc. Director CRC

} for information please.


(H.G. Garg) 18/4/24
Dean Student Welfare


(Dr. B.C. Sharma)
Director