



# GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)

Campus: Gramadiha, Gangapada, Bhubaneswar, Khurdha, 752054, Odisha, INDIA

Web : [www.gitam.ac.in](http://www.gitam.ac.in) Mail: [principal@gitam.ac.in](mailto:principal@gitam.ac.in), Mob: 7978380513, 9438133221

Ref. No: GITAM/COM/2021/165

Date: 05/01/2021

## NOTICE

A meeting of the Canteen Committee will be held to discuss the following agenda in the College Board Room, Bhubaneswar at 5:00P.M. on 08.01.2021. All the Hon'ble members are requested to make it convenient to attend the meeting.

### Agenda:

1. Confirmation of the proceedings of the last meeting.
2. Change of Menu.

  
Chairman  
Canteen Committee

Copy to: Principal, Dean A&A, All HoDs, Members of Canteen Committee.



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Minutes of the meeting of the Canteen Committee, GITAM, Bhubaneswar

Members present:

Sl.No	NAME
1	Dr. Arun kumar Parida
2	Mr. Debadatta Panigrahi
3	Mr. Amaresh Panda
4	Mr. Sunil Kumar Panda
5	Dr. Tusharkanta Das
6	Mr. Avijit Nayak
7	Mrs. Kabita Gantayat

A meeting of the Canteen Committee of Gandhi Institute of Technology & Management, Bhubaneswar, was held in the Board Room of the College at Gangapada, Bhubaneswar at 05.00PM on 08.01.2021 with Dr. Arunkumar Parida, Chairman on the chair.

The Proceeding of the last meeting were read out thoroughly by the Chairman and all the members unanimously agreed to confirm.

This could involve introducing new items, removing less popular ones, or adjusting existing recipes based on factors such as seasonal availability, customer feedback, or culinary trends.

It is decided to Review and finalize any last-minute changes to the menu for the day.

Ensure all ingredients and supplies needed for lunch service are readily available and properly stocked.





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After a vivid discussion ,the following resolution are made:

### **Resolution-1(Confirmation of proceedings of last meeting):**

After through discussion it is resolved that the proceedings of the last meeting were confirmed.

### **Resolution-2 (Change of Menu):**

The canteen committee approves a change in the menu to include:

Introduction of healthier options such as salads, grilled sandwiches, and fruit cups.

Rotation of seasonal specials to accommodate varied preferences.

Reduction in the number of high-sugar and high-fat items on the menu

**Create a Weekly Task List:** Compile a list of tasks and activities that need to be completed during the week. Prioritize them based on urgency, importance, and deadlines.

Chairman

**Chairman**  
Canteen Committee



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## ATTENDANCE SHEET

The following members are present in the Canteen Committee meeting held in the College Board Room, Gangapada, Bhubaneswar at 5:00PM on 08.01.2021.

SL.NO.	NAME	SIGNATURE
1	Dr. Arunkumar Parida	Arunkumar Parida
2	Mr. Debadatta Panigrahi	Debadatta Panigrahi
3	Mr. Amaresh Panda	Amaresh Panda
4	Mr. Sunil Kumar Panda	Sunil Kumar Panda
5	Dr. Tusharkanta Das	Dr. Tusharkanta Das
6	Mr. Avijit Nayak	Avijit Nayak
7	Mrs. Kabita Gantayat	Kabita Gantayat





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Ref. No: GITAM/COM/2021/167

Date:09/07/2021

## NOTICE

A meeting of the Canteen Committee will be held to discuss the following agenda in the College Board Room, Bhubaneswar at 5:00P.M. on 12.07.2021. All the Hon'ble members are requested to make it convenient to attend the meeting.

### **Agenda:**

1. Confirmation of the proceedings of the last meeting.
2. Staffing and Training.
3. Canteen Operations Update.

  
Chairman  
**Chairman**  
**Canteen Committee**

Copy to: Principal, Dean A&A, All HoDs, Members of Canteen Committee.



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### Minutes of the meeting of the Canteen Committee, GITAM, Bhubaneswar

#### Members present:

Sl.No	NAME
1	Dr. Arunkumar Parida
2	Mr. Debadatta Panigrahi
3	Mr. Amaresh Panda
4	Mr. Sunil Kumar Panda
5	Dr. Tushar kanta Das
6	Mr. Avijit Nayak
7	Mrs. Kabita Gantayat

A meeting of the Canteen Committee of Gandhi Institute of Technology & Management, Bhubaneswar, was held in the Board Room of the College at Gangapada, Bhubaneswar at 05.00PM on 08.01.2021 with Dr. Arunkumar Parida, Chairman on the chair.

The Proceeding of the last meeting were read out thoroughly by the Chairman and all the members unanimously agreed to confirm.

By focusing on staffing and training in our canteen committee meetings, we ensure that our staff are equipped with the necessary skills and knowledge to deliver exceptional service and maintain high standards in our canteen operations. This proactive approach helps us meet the evolving needs of our customers while fostering a supportive and professional work environment for our staff.





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After a vivid discussion, the following resolution are made:

## **Resolution-1(Confirmation of proceedings of last meeting):**

After through discussion it is resolved that the proceedings of the last meeting were confirmed.

## **Resolution-2(Staffing and Training):**

Training needs on food handling, storage, and cleanliness standards.

Emphasize communication skills, handling student complaints, and maintaining a positive attitude.

## **Resolution-3 (Canteen Operations Update):**

The management shall provide a detailed update on the current status of canteen operations, including:

Operational efficiency and improvements implemented.

Customer feedback and satisfaction metrics.

Inventory management and supply chain updates.





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## ATTENDANCE SHEET

The following members are present in the Canteen Committee meeting held in the College Board Room, Gangapada, Bhubaneswar at 5:00PM on 12.07.2021.

SL.NO.	NAME	SIGNATURE
1.	Dr. Arunkumar Parida	Arunkumar Parida
2.	Mr. Debadatta Panigrahi	Debadatta Panigrahi
3.	Mr. Amaresh Panda	Amaresh Panda
4.	Mr. Sunil Kumar Panda	Sunil K. Panda
5.	Dr. Tusharkanta Das	Tusharkanta Das
6.	Mr. Avijit Nayak	Avijit Nayak
7.	Mrs. Kabita Gantayat	Kabita Gantayat





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Ref. No: GITAM/COM/2022/275

Date:10/01/2022

## NOTICE

A meeting of the Canteen Committee will be held to discuss the following agenda in the College Board Room, Bhubaneswar at 5:00P.M. on 15.01.2022. All the Hon'ble members are requested to make it convenient to attend the meeting.

### Agenda:

1. Confirmation of the proceedings of the last meeting.
2. Improvement of food quality served in Canteen.
3. Health and Safety Update.

  
Chairman  
Canteen Committee

Copy to: Principal, Dean A&A, All HoDs, Members of Canteen Committee.



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## Minutes of the meeting of the Canteen Committee, GITAM, Bhubaneswar

### Members present:

Sl.No	NAME
1	Dr. Arun Kumar Parida
2	Mr. Debadatta Panigrahi
3	Mr. Amaresh Panda
4	Mr. Sunil Kumar Panda
5	Dr. Tusharkanta Das
6	Mr. Avijit Nayak
7	Mrs. Kabita Gantayat

A meeting of the Canteen Committee of Gandhi Institute of Technology & Management, Bhubaneswar, was held in the Board Room of the College at Gangapada, Bhubaneswar at 05.00PM on 15.01.2022 with Dr. Arun Kumar Parida, Chairman on the chair.

The Proceeding of the last meeting were read out thoroughly by the Chairman and all the members unanimously agreed to confirm.





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After a vivid discussion, the following resolution are made:

## **Resolution-1(Confirmation of proceedings of last meeting):**

After through discussion it is resolved that the proceedings of the last meeting were confirmed.

## **Resolution-2(improvement of food quality served in Cantten):**

The canteen management shall conduct a comprehensive review of current menu offerings, considering:

Nutritional value and variety.

Freshness and quality of ingredients.

Presentation and appeal.

The canteen management shall establish partnerships with reputable suppliers to ensure:

Consistent supply of high-quality ingredients.

Adherence to food safety and hygiene standards.

## **Resolution-3(Health and Safety Update):**

The canteen management shall conduct a comprehensive review of current health and safety protocols, addressing:

Food handling and preparation practices.

Cleaning and sanitation procedures.

Pest control measures.

Compliance with local health regulations and guidelines.

Regular checking of the quality of the food and drinking water.





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### ATTENDANCE SHEET

The following members are present in the Canteen Committee meeting held in the College Board Room, Gangapada, Bhubaneswar at 5:00PM on 15.01.2022.

SL. NO.	NAME	SIGNATURE
1	Dr. Arun Kumar Parida	Arun Kumar Parida
2	Mr. Debadatta Panigrahi	Debadatta Panigrahi
3	Mr. Amaresh Panda	Amaresh Panda
4	Mr. Sunil Kumar Panda	Sunil Kumar Panda
5	Dr. Tusharkanta Das	Tusharkanta Das
6	Mr. Avijit Nayak	Avijit Nayak
7	Mrs. Kabita Gantayat	Kabita Gantayat





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Ref. No: GITAM/COM/2022/284

Date: 04/07/2022

## NOTICE

A meeting of the Canteen Committee will be held to discuss the following agenda in the College Board Room, Bhubaneswar at 5:00P.M. on 09.07.2022. All the Hon'ble members are requested to make it convenient to attend the meeting.

### Agenda:

1. Confirmation of the proceedings of the last meeting.
2. Review of Previous Resolutions.
3. Provide fish Curry in lunch.
4. Discussion on Operational Issues.

Chairman

**Chairman**  
Canteen Committee

Copy to: Principal, Dean A&A, All HoDs, Members of Canteen Committee.





## GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

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### Minutes of the meeting of the Canteen Committee, GITAM, Bhubaneswar

#### Members present:

Sl.No	NAME
1	Dr. Arun Kumar Parida
2	Mr. Debadatta Panigrahi
3	Mr. Amaresh Panda
4	Mr. Sunil Kumar Panda
5	Dr. Tusharkanta Das
6	Mr. Avijit Nayak
7	Mrs. Kabita Gantayat

A meeting of the Canteen Committee of Gandhi Institute of Technology & Management, Bhubaneswar, was held in the Board Room of the College at Gangapada, Bhubaneswar at **05.00PM** on **09.07.2022** with Dr. Arun Kumar Parida, Chairman on the chair.

The Proceeding of the last meeting were read out thoroughly by the Chairman and all the members unanimously agreed to confirm.



## GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

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After a vivid discussion, the following resolution are made:

### **Resolution-1(Confirmation of proceedings of last meeting):**

After through discussion it is resolved that the proceedings of the last meeting were confirmed.

### **Resolution-2(Review of Previous Resolutions):**

The resolution of this review of previous resolutions demonstrated a comprehensive assessment of achievements, challenges, and adjustments.

### **Resolution-3(Provide fish Curry in lunch):**

The resolution to provide fish curry in lunch will be effectively implemented, ensuring a satisfying and enjoyable dining experience for students while promoting healthy eating choices.

### **Resolution-4(Discussion on Operational Issues):**

Open floor for committee members to raise operational concerns or issues.

Brainstorming solutions and suggestions for improvement.



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## ATTENDANCE SHEET

The following members are present in the Canteen Committee meeting held in the College Board Room, Gangapada, Bhubaneswar at 5:00PM on 09.07.2022.

SL. NO.	NAME	SIGNATURE
1	Dr. Arun Kumar Parida	Arun Kumar Parida
2	Mr. Debadatta Panigrahi	Debadatta Panigrahi
3	Mr. Amaresh Panda	Amaresh Panda
4	Mr. Sunil Kumar Panda	Sunil Kumar Panda
5	Dr. Tusharkanta Das	Tusharkanta Das
6	Mr. Avijit Nayak	Avijit Nayak
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Ref. No: GITAM/COM/2023/38B

Date: 10/01/2023

## NOTICE

A meeting of the Canteen Committee will be held to discuss the following agenda in the College Board Room, Bhubaneswar at 5:00P.M. on 15.01.2023. All the Hon'ble members are requested to make it convenient to attend the meeting.

### Agenda:

1. Confirmation of the proceedings of the last meeting.
2. Improvement of food quality served in Canteen.
3. Any Other Business.

  
Chairman  
Canteen Committee

Copy to: Principal, Dean A&A, All HoDs, Members of Canteen Committee.





# GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

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## Minutes of the meeting of the Canteen Committee, GITAM, Bhubaneswar

### Members present:

Sl.No	NAME
1	Dr. Arun Kumar Parida
2	Mr. Debadatta Panigrahi
3	Mr. Amaresh Panda
4	Mr. Sunil Kumar Panda
5	Dr. Tusharkanta Das
6	Mr. Avijit Nayak
7	Mrs. Kabita Gantayat

A meeting of the Canteen Committee of Gandhi Institute of Technology & Management, Bhubaneswar, was held in the Board Room of the College at Gangapada, Bhubaneswar at **05.00PM** on **15.01.2023** with Dr. Arun Kumar Parida, Chairman on the chair.

The Proceeding of the last meeting were read out thoroughly by the Chairman and all the members unanimously agreed to confirm.



## GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

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After a vivid discussion ,the following resolution are made:

### **Resolution-1(Confirmation of proceedings of last meeting):**

After through discussion it is resolved that the proceedings of the last meeting were confirmed.

### **Resolution-2(improvement of food quality served in Cantten):**

It is resolved to improve the quality of food.

The canteen management shall implement stringent quality control measures, including:

Regular inspections of food preparation areas and equipment.

Training sessions for kitchen staff on proper food handling and hygiene practices.

Establishment of clear protocols for handling and storing ingredients.

The canteen management shall establish partnerships with reputable suppliers and vendors who:

Provide high-quality ingredients consistent with our standards.

Demonstrate commitment to sustainability and ethical sourcing practices

### **Resolution-3 (Any Other Business):**

The canteen committee shall include an "Any Other Business" agenda item at the end of each meeting agenda, allowing members to raise new topics or concerns for discussion.

Members proposing AOB topics shall provide a brief description or background information on the matter to facilitate informed discussion.

AOB topics that require immediate action or further investigation shall be referred to the appropriate subcommittee or designated individual for follow-up and reporting at the next meeting.

The canteen committee chairperson or designated facilitator shall manage the AOB discussion to ensure that it remains focused and productive, while also respecting time constraints.



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## ATTENDANCE SHEET

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SL.NO.	NAME	SIGNATURE
1.	Dr. Arun Kumar Parida	Arun Kumar Parida
2.	Mr. Debadatta Panigrahi	Debadatta Panigrahi
3.	Mr. Amaresh Panda	Amaresh Panda
4.	Mr. Sunil Kumar Panda	Sunil Kumar Panda
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6.	Mr. Avijit Nayak	Avijit Nayak
7.	Mrs. Kabita Gantayat	Kabita Gantayat





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Ref. No: GITAM/COM/2023/387

Date:04/07/2023

## NOTICE

A meeting of the Canteen Committee will be held to discuss the following agenda in the College Board Room, Bhubaneswar at 5:00P.M. on 09.07.2023. All the Hon'ble members are requested to make it convenient to attend the meeting.

### Agenda:

1. Confirmation of the proceedings of the last meeting.
2. Review of Previous Resolutions.
3. Future Plans and Initiatives.

  
Chairman  
**Chairman**  
Canteen Committee

Copy to: Principal, Dean A&A, All HoDs, Members of Canteen Committee.





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## Minutes of the meeting of the Canteen Committee, GITAM, Bhubaneswar

### Members present:

Sl.No	NAME
1	Dr. Arun Kumar Parida
2	Mr. Debadatta Panigrahi
3	Mr. Amaresh Panda
4	Mr. Sunil Kumar Panda
5	Dr. Tusharkanta Das
6	Mr. Avijit Nayak
7	Mrs. Kabita Gantayat

A meeting of the Canteen Committee of Gandhi Institute of Technology & Management, Bhubaneswar, was held in the Board Room of the College at Gangapada, Bhubaneswar at 05.00PM on 09.07.2023 with Dr. Arun Kumar Parida, Chairman on the chair.

The Proceeding of the last meeting were read out thoroughly by the Chairman and all the members unanimously agreed to confirm.



## GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

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After a vivid discussion ,the following resolution are made:

**Resolution-1(Confirmation of proceedings of last meeting):**

After through discussion it is resolved that the proceedings of the last meeting were confirmed.

**Resolution-2(Review of Previous Resolutions):**

Discussion on upcoming events, promotions, or changes in operations. Preparation of Long-term and short term plan of the canteen.



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## ATTENDANCE SHEET

The following members are present in the Canteen Committee meeting held in the College Board Room, Gangapada, Bhubaneswar at 5:00PM on 09.07.2023.

SL.NO.	NAME	SIGNATURE
1.	Dr. Arun Kumar Parida	Arun Kumar Parida
2.	Mr. Debadatta Panigrahi	Debadatta Panigrahi
3.	Mr. Amaresh Panda	Amaresh Panda
4.	Mr. Sunil Kumar Panda	Sunil Kumar Panda
5.	Dr. Tusharkanta Das	Tusharkanta Das
6.	Mr. Avijit Nayak	Avijit Nayak
7.	Mrs. Kabita Gantayat	Kabita Gantayat