

# SILIGURI INSTITUTE OF TECHNOLOGY

## CANTEEN & FAST FOOD CENTRES IN THE CAMPUS

**"First we eat, then we do everything else." -M.F.K. Fisher**

**"The secret of success in life is to eat what you like and let the food fight it out inside." - Mark Twain**

SILIGURI INSTITUTE OF TECHNOLOGY is having Kitchen Garden, SIT Main Canteen and SIT Fast Food Centre into its campus and providing a wide range of Foods and Beverages, which are hygienic, palatable and healthy for all the students, faculty and staff members, the outside visitors and obviously to the honorable guests and delegates who visits to our campus on various activities. These Canteens and Food Points are situated inside the college campus in very prominent places for easy access and better visibility from any point. The Canteen and Food Points are open from 9 am onwards to 6 pm.

Starting from breakfast till evening snacks, everybody can access these points at any time according to their scheduled timings. A good number of students, faculty and staff members and other outside visitors of the college is availing the facility of these Food Points on a regular basis during weekdays.

The College Management is very cautious and keeps strict vigilance over the entire activities of these Food Points. Especially the Management keeps close monitoring on the subject of Hygiene and quality of food materials which are never compromised on any occasion. The food and snacks supplied by outside college is usually sub standard and not fit for health. So, students, teachers and staff members can get hygienic food in the college Food Points. Our college canteen is situated at a visible place and prime location. Students of all departments can go during the time of their lunch break and can have food, snacks and beverages like tea, coffee, juices, and aerated water and so on.

All the canteens are under the strict surveillance of CCTV Cameras.

## **SIT - Kitchen Garden :**

It is an in-house initiated Fast Food center runs by our Hotel Management and Catering Technology Department. This unique initiative has been taken with a motto to save the wastage of food materials which are being caused due to practical classes of the students of Hotel Management and Catering Technology Department. Students and teachers are put their expert hands during their practical classes to prepare different types of plain and grilled sandwiches, varieties of rolls, varieties of rice preparation, different bakery items and so many kinds of fusion foods of the modern age and modern taste for the upcoming generations. These foods are sold from this Kitchen garden with a moderate rate which is affordable for all.

This area is under strict surveillance of CCTV Camera.



The cleanliness, hygiene, quality and to taste the new innovations of food are being given top priority.. The Kitchen Garden has a unique kitchen with all modern equipments like High Speed Burner, OTG, Salamander, Chimney etc. Basically it is a self service outlet, after taking food; students can seat in the garden and can enjoy meal. Pricing of meal is done in such a way so that the students can afford. Recent time it has become the famous "Hangout" place for the students during lunch time and every day a huge amount of students and teachers visit this outlet.



## **SIT Main Canteen:**

This is the primary Canteen and main food outlet of the Campus, since inception this canteen is run by various vendors. Presently this canteen is running by M/s. TUTUS Food since 2013 with every satisfaction. The kitchen of the canteen is well equipped with necessary modern equipments. Inside of the Canteen is also decorated with necessary furniture, fixture and other necessary equipments. For pure and healthy water supply sufficient number of water vending machines are being installed. Most of the students and Faculty/Staff members and outside visitors are depends for Main Course Food like; lunch, heavy snacks etc. during college hours. On various programmes and festivals, food is supplied from this main canteen. There is sufficient infrastructural and other capacity to supply food to a handsome number at a time. Separate area has been identified for Faculty/Staff members and Students for dining for easy and smooth delivery of food. From this Canteen a wide range of food are being provides like; puri sabzi, parathas, desserts & beverages during the time of breakfast and rice, fried rice, dal, chicken, mutton curry, vegetables, bhajis various kinds of sweetmeats during the time of lunch. The canteen maintains necessary cleanliness and hygiene and quality of food materials as per guideline.

This area is under strict surveillance of CCTV Camera.



### **SIT Fast Food Centre :**

This is also a very liking place for students, during recess and off time students, faculty/staff members and others visit this SIT Fast Food Centre for refreshing themselves having with coffee, soft drinks and various fast food through this outlet. From this outlet of Fast Food Center provides different types coffee, tea, biscuits, pizza, Burger etc. Sufficient number of tea, coffee and other soft drinks vending machines are being installed for smooth and instant supply. Food stuffs are be sold from here with moderate and affordable price keeping in view of the student community. The open area and garden in front of the SIT Fast Food Centre is very much effective and utilized by the students for spending quality time with themselves.





## **General Disciplinary Rules and Regulations For College Canteens**

All the Students are required to abide by the following rules:-

1. Ragging is a punishable offence and totally prohibited in the college premises.
2. During class hours no students are allowed to avail canteen facility.
3. For availing Canteen facility student shall wear College uniforms on all days. Approved style of wearing uniform should be strictly followed. But during Fest and other cultural events formal dress may be allowed.
4. Students are requested to maintain highest standard of behavior and discipline both inside and outside Canteens.
5. Canteen facility is only available during weekdays from 9 am to 5 pm for students and for faculty staff it is upto 6 pm.
6. Smoking is strictly prohibited in the college campus.
7. Identity Card should bear by each and every student on every day for availing Canteen facility.
8. Follow Canteen Notice Board regularly.
9. Unnecessary roaming, shouting inside the Canteen premises, corridors and adjacent area is strictly prohibited.
10. Sitting on the steps/staircases, pavements are not allowed.
11. Use college property with care and do not disturb the arrangement of furniture in the canteen premises.
12. Do not deface the Walls.
13. Turn off the taps after use. Report to the authorities if any tap/fan/electrical point is not working.
14. Keep the college premises and canteens clean. Use dustbins.
15. Do not use objectionable abusive and impertinent language in the Canteen premises.
16. Do not involve in hostile arguments and physical fight with anyone in the Canteen premises. Any Students found guilty will be liable to disciplinary action.
17. Circulation of objectionable material/ Photos/MMS is a punishable offence.
18. If any untoward incident found report to College authority immediately.
19. Students shall maintain perfect silence and desist from disorderly behavior.

On the occasion of violation of above rules and regulations, necessary report will be forwarded to the College Management for taking disciplinary action the decision of the College Management will be final.

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**2 NO. PATHARGHATA GRAM PANCHAYAT**

**P.O. NEW CHAMTA, DIST. DARJEELING**  
**PHONE : 2574079**

3426

**TRADE CERTIFICATE**

Date... 30/08/16

Sl. No.

Registration No... S.S.9.T.P.O.P. 2016-17

Certified that Ms. TULU'S FOOD.  
Prop. Nirmal Behar Mishra at  
is hereby allowed to run Food Court in (mouza)  
Methlabari

2016 to  
under Patharghata Gram Panchayat for the year 2016  
2017 31st March

Date... 30/08/16

Place... P.O.P.

Pradhan  
Patharghata Gram Panchayat  
2 No. Patharghata Gram Panchayat





पश्चिम बंगाल पश्चिम बंगाल WEST BENGAL

61AA 184993

// LEAVE AND LICENSE AGREEMENT //

This Leave and license Agreement is made on this 2nd day of  
May 2013 A D

BETWEEN

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SILIGURI INSTITUTE OF TECHNOLOGY(SIT), having its campus at Hill Cart Road, P.O. Sukna, Siliguri-734009, Dist. Darjeeling, West Bengal— hereinafter called the "LICENSOR" (Which expression shall mean and include unless excluded by or repugnant to the context its executors, successors, representatives, administrators and assigns) of the ONE PART.

Nirmal Bhowmick.

A N D

SRI NIRMAL BHOWMICK, Son of Late Khagendra Nath Bhowmick, Hindu by religion, Business by occupation, residing at Babupara, Neli Sengupta Sarani, Siliguri, P.O. & P.S. Siliguri, Dist. Darjeeling— hereinafter called the "LICENSEE" (Which expression shall mean and include unless excluded by or repugnant to the context his heirs, executors, successors, legal representatives, administrators and assigns) of the OTHER PART.

WHEREAS the Licensee intends to commercially run a Canteen namely TUTUS FOOD at the SIT Campus and for this purpose, the allocated shed and facilities laid and earmarked.

A N D

WHEREAS the LICENSOR holds full and unfettered right on provided space at he SIT Campus ( hereinafter referred to as the said space) on leave and license basis to the Licensee and has agreed to deliver the Licensee with express consent the formal right to hold and enjoy the said space on leave and license basis and install the said Canteen namely TUTUS FOOD.

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**A N D**

**WHEREAS** both the LICENSOR and the LICENSEE shall individually be called as " the party" ad collectively as " the parties".

**NOW IT IS HEREBY EXPRESSLY AND MUTUALLY AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS :**

1. That this Leave and license agreement shall come into effect from the date of its execution and shall remain valid upto 11 months. The License fee has been fixed/settled at Rs.3,000/- ( Rupees Three thousand ) only per month which will be paid to the Licensor by the licensee by way of a cheque to be issued in the name of Siliguri Institute of Technology by the 5<sup>th</sup> day of each calendar month.
2. That the Licensee fee will be inclusive of both the licensor's and licensee's share of municipal taxes and other necessary outgoings including water charge etc., the current and future municipal taxes and other outgoing and taxes, if any, in respect of the said space shall be fully borne and payable by the licensor.
3. The Licensor shall provide a sub-meter to the Licensee for individual meter reading. The Licensee shall pay for the electricity as may be consumed by it and as per the reading of the sub-meter and as per the bill to be raised by the Licensor by 5<sup>th</sup> day of every month based on the reading of the sub-meter of the Licensee. The licensee shall pay the electricity bill within seventh day of each month after receiving the bill from the licensor @ Rs 8/- per unit. (Until any further revision by NBS&DCL)

*M.imal Bhowmik.*



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4. The licensee shall try to keep the said space in wind-and-water-tight condition and shall carry out at the expenses of the licensee all structural repairs which may become necessary during the continuance of the agreement.
5. The licensee shall be solely responsible and liable to keep clean and maintain the said space hygienically. The maintenance cost/expenses of the said space are to be borne by the licensee. For running the canteen and to carry out day to day of the said licensed space to any third party only after giving a prior notice of 60 days to the licensee and in doing so, the licensor shall ensure that no right of the licensee as per the term and conditions of this agreement shall be hampered and encumbered.
6. That the licensee can put their signage at their licensed space.
7. That the licensee is permitted to sell break fast/lunch/tea, coffee, snacks other hot and cold soft beverages befitted with the style of outlet at price duly approved by the licensor. However accepted price bid to award the license shall remain valid for a minimum period of six months from the date of execution of this agreement, and may be reviewed subsequently.
8. That the licensor shall constitute a committee to oversee the performance of the Canteen (s) operating in the campus of the Institute and supervise/monitor the quality of services provided to the users/customers. The licensee shall be bound to co-operate with the committee and implement its recommendations.

*Nirmal Showick.*

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- 9 That the licensor and/or any authorized committee appointed by the licensor shall be at liberty to check at any point of time, the quality of food as well as the quantity in the context of the items and rates as approved. The licensee shall be obliged to implement the recommendations of the said committee forthwith.
- 10 That in case of failure of the licensee to implement the recommendations of the committee as mentioned in clause 8 & 9 and/or the instructions issued by the licensor, the licensor shall be at the liberty to proceed against the licensee as per rules and procedures of the institute.
- 11 That the licensee should provide uniform and photo identification card to all their employees engaged for production and service of food & beverages.
- 12 That the agreement may be terminated at any time by either party by giving one calendar month's notice in writing to the other party.
- 13 That all disputes and differences regarding this agreement that may arise between the parties and could not be resolved through discussion at the Institutional level, shall be dealt under a sole Arbitrator to be appointed under the provision of the Arbitration and Conciliation Act, 1996, the award of the Arbitrator shall be binding upon the parties. The venue of arbitration shall be at Siliguri, West Bengal.
- 14 That the licensee and the licensor hereby agree that upon natural termination, the agreement may be renewed for such further period and upon such terms and conditions as may be mutually agreed upon.

Nirmal Ahomick.



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IN WITNESS WHEREOF the parties hereto have signed and delivered the day, month and year first above written

SIGNED AND DELIVERED by  
(within named Licensor)



DR. ANKUR GANGULY  
Principal-in-Charge,  
For and on behalf of Siliguri Institute of Technology

Nirmal Bhowmick

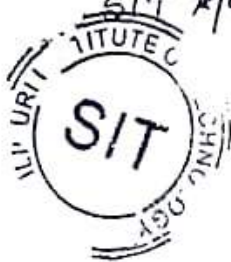
SIGNED AND DELIVERED by  
(within named Licensee)

For and on behalf of  
NIRMAL BHOWMICK  
Nirmal Bhowmick.

In presence of  
Witnesses

1. *Riyamal Sarkar*  
SIT Estate Facility Management

2. *Rallal Dutta*  
SIT A/c Section







HR SIT &lt;hr@sittechno.org&gt;

**Maternity Leave Application**

1 message

**Snigdha Banerjee** <bsnigdha550@gmail.com>

Wed, Apr 22, 2020 at 12:32 PM

To: hr@sittechno.org

Cc: hod\_csit@sittechno.org

To  
The Director  
Siliguri Institute of Technology  
Siliguri

Sub : Maternity Leave Application

Respected Sir,

It is stated that I am Snigdha Banerjee working as Technical Assistant of CSE-IT Department in this Institution. I have been at medical leave since 31st January, 2020 due to high risk pregnancy. But now due to current Covid 19 infection my doctor advised me not to go outside at all. So, I want to continue my leave with medical leave and maternity leave. The Diagnostic report is attached herewith for your ready reference.


Therefore, I request you to kindly grant me and sanction my maternity leave.

Thanking You.

Date : 22/04/2020

Place : Siliguri

Yours faithfully  
Snigdha Banerjee  
Technical Assistant  
Programming Lab # 2  
CSE-IT department

 New Doc 2020-01-28 12.24.21.pdf  
202K

Approved.

23.04.2020

# SILIGURI INSTITUTE OF TECHNOLOGY

H.C.ROAD, PO.SUKNA, SILIGURI, PIN:734009(W.B.)  
DIST.DARJEELING

Sl. No. SIT/OTHERS/09

Date 31.07.20

## WORK ORDER

To  
NORTH BENGAL INDUSTRIAL SECURITY SERVICES PVT.LTD.  
34/102, RAMKRISHNA ROAD, ASHRAM PARA, SILIGURI - 734001.

Area/Work: Siliguri Institute of Technology /Security Service

With reference and subsequent discussion with you, we are pleased to engage you as Service Provider to depute Security guards & Supervisor. The details terms are as mentioned below.

Sl.No.	Particulars	No. of Person	Work Address	Rate(Rs.) Per month	Total Amount
1	Commando Supervisor	01(One)	SIT CAMPUS	15,500.00	15,500.00
2	Commando	6(Six)	SIT CAMPUS	14,000.00	84,000.00
3	Security Guard	5(Five)	SIT CAMPUS	12,000.00	60,000.00
Total -					1,59,500.00

631 as applicable

### Note:

Compliance of PF & ESI formalities is mandatory.

Number of heads under each category will be reduced or increased depending as per the requirement of the College.

### Terms & Condition:

- Delivery/Completion period: The service order is valid for 1 year w.e.f. 1<sup>st</sup> August, 2020 to 31<sup>st</sup> July 2021.
- Delivery/Work Address: Siliguri Institute of Technology, P.O. Sukna, Siliguri, Dist. Darjeeling
- Billing Address: Siliguri Institute of Technology, P.O. Sukna, Siliguri, Dist. Darjeeling
- Indemnity and other associated clauses:  
NORTH BENGAL INDUSTRIAL SECURITY SERVICES PVT LTD., hereinafter referred to as the Service Provider hereby indemnify Siliguri Institute of Technology from all losses, damages, risks, costs, claims, demand, actions and proceedings suffered by the Service Provider in connection to the execution of the activities/jobs laid down in the said work order.
- 2. The Service Provider shall not deploy any person below the age of 18 years and above 45 years.
- 3. The Service Provider will have to comply with all laws and other statutory provisions, rules, regulations and by-laws which are applicable or which might become applicable with regard to the performance of the work and engagement of the workers.
- 4. The Service Provider shall be responsible to ensure all safety measures during the said work and take any mishap/accident/death of workmen/supervisors/employees of the First Party and any person during the execution of the activities/jobs laid down in the said work order. The Service Provider agrees to bear all responsibility and liability including the financial liability. Siliguri Institute of Technology shall not bear any compensation or responsibility.

Reviewed  
and  
Accepted  
Maina Das.  
31/07/2020.



- 5. Further, the Service Provider hereby declare that the Siliguri Institute of Technology will not be held liable for any accidents to the workmen/supervisors/employees of the Service Provider/any other person occurring during the execution of the activities/ jobs laid down in the said work order.
- 6. The Service Provider will follow all other terms and conditions as detailed in the bond/contract/agreement (if any) executed by the Service Provider with Siliguri Institute of Technology.
- 7. Security guards and Supervisor so selected and deployed in SIT Campus will be purely governed by the standing operating procedure of SIT and other terms and conditions as may be issued from time to time by the SIT authority.
- The Service Provider shall be provided Torch, Stick & full uniform to the Security Guards properly and also will be provided Rain Coat & Winter Uniform.
- The Service Provider shall be provided night patrolling inside SIT premises at least twice in a week and give the report for the same.
- Payment Term: Payment will be made on monthly basis within 45 days after the submission of proper bill.
- Cancellation: In case of any complain against NORTH BENGAL INDUSTRIAL SECURITY SERVICES PVT. LTD, regarding work, management reserves the right to terminate the service order any time. Prior intimation is applicable at least one month before if they are leaving our site otherwise salary will deduct for the said month.
- Price Escalation: No price escalation will be considered.
- Specification: The service should be strictly as per specification approved by the company. No deviation from the approved specification will be accepted unless prior written consent is obtained from the authorized person of the company.
- Documents Required to be submitted:
  - Original bill with two photocopies
  - Photocopy of the work order
  - Attendance sheet
  - E.I. & P.F. of all deployed guards
  - Identity card of all security guards
  - Your Service Tax & PAN must be shown in the Bill
  - Your A/c No., Bank name, Branch & IFSC code must be mentioned in the bill.
- The work order is valid only in the jurisdictional domain of the police station of the work order.
- The work order is valid only in the jurisdictional domain of the police station of the work order.
- The work order is valid only in the jurisdictional domain of the police station of the work order.

Regd: No. 48134

BILL

Phone : 0353 2641800

**NORTH BENGAL INDUSTRIAL SECURITY SERVICES PVT. LTD**  
 Ramkrishna Road, (Near Panitanki More) Ashrampara, Siliguri- 734001

**GSTIN : 19AADCN0578N1ZX****CIN : U74920WB2009PTC137179****PAN NO.-AADCN0578N**

<b>State</b>	<b>West Bengal</b>	<b>Code</b>	<b>19</b>
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<b>BILL NO.</b> 10002120/20-21	<b>DATE</b> 23/02/2021
<b>TO</b> SILIGURI INSTITUTE OF TECHNOLOGY PO.-SUKNA SILIGURI DIST:-DARJEELING	

<b>GSTIN :</b>	<b>State</b>	<b>Code</b>
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BILL FOR THE MONTH OF MARCH'21

No of Personnel	Details	Designation	Service Rate	Duration	Unit	Amount
1	NORMAL	COMMANDO	15500.00	500.00	31 DAYS	15500.00
6	NORMAL	COMMANDO	14000.00	451.61	186 DAYS	84000.00
5	NORMAL	SECURITY GUARD	12000.00	387.10	155 DAYS	60000.00

<b>Sub Total</b>	159500.00
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Service Charge	0%	0.00
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<b>Taxable Value</b>	0.00
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SGST	9%	14355.00
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CGST	9%	14355.00
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R/off		
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<b>TOTAL</b>	<b>188210.00</b>
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certified that the particulars given above are true and corrected

E&amp;OE

For NBISS PVT. LTD.



# NSIB SECURITY SERVICES PVT. LTD

Unit Siliguri Institute of Technology

100/70A, Jessore Road, Kolkata- 74

Tel : 2547-1246

E-mail : nsib.kolkata@gmail.com

Sl. No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Ashish Kumar Barman	n	n	d	d	d	d	n	n	d	d	d	d	d	n	n	d	d	d	d	d	d	n	n	d	d	d	d	n	n	d	
2	Tapan Sarkar	n	d	d	d	d	d	n	d	d	d	d	d	d	n	n	d	d	d	d	d	n	n	d	d	d	d	d	n	n	d	
3	Hasmat Shekh	d	n	n	d	d	d	n	d	n	n	d	d	d	d	n	n	d	d	d	d	n	n	d	d	d	d	d	n	n	d	
4	Subrata Barman	d	d	n	d	d	d	n	d	n	n	d	d	d	n	n	d	d	d	d	d	n	n	d	d	d	d	d	n	n	d	
5	Biplob Robidas	n	d	d	d	d	n	n	d	d	d	d	d	n	n	d	d	d	d	d	d	n	n	d	d	d	d	n	n	d		
6	Abdul Rouf	d	d	n	n	d	d	n	d	n	n	d	d	d	n	n	d	d	d	d	d	n	n	d	d	d	d	n	n	d		
7	Majdul Haque	d	n	d	n	n	d	d	n	n	d	d	d	d	n	n	d	d	d	d	d	n	n	d	d	d	d	n	n	d		
8	Ajite Sarkar	d	d	d	n	n	d	d	n	n	d	d	d	d	n	n	d	d	d	d	d	n	n	d	d	d	d	n	n	d		
9	Bikash Barman	n	d	d	d	d	n	n	d	d	d	d	d	n	n	d	d	d	d	d	d	n	n	d	d	d	d	n	n	d		
10	Masudur Alom	d	d	n	n	n	d	d	d	d	n	n	d	d	d	d	d	d	d	d	d	n	n	d	d	d	d	n	n	d		
11	Bidhan Barman	d	n	d	d	n	n	d	d	d	n	n	d	d	d	d	d	d	d	d	d	n	n	d	d	d	d	n	n	d		
12	Biplob Barman	d	d	n	n	n	n	d	d	d	n	n	d	d	d	d	d	d	d	d	d	n	n	d	d	d	d	n	n	d		
13	Rinki Debnath	d	d	d	d	d	d	d	d	d	d	d	d	d	d	d	d	d	d	d	d	n	n	d	d	d	d	n	n	d		



*Sanjay Barman*