

REPORT
ON
EXTENSION ACTIVITY



DEPARTMENT OF FOOD PROCESSING TECHNOLOGY
MANGALDAI COLLEGE

1. Extension Program as Quality Control Coordinator

Himakshi Baishya, Assistant Professor, Department of Food Processing, Technology, B.Voc, Mangaldai College, working as Quality Coordinator Between SRD Group, Mangaldai and PUM Netherlands

The extension program aimed to bridge the gap between food processing units of the SRD Group and the expertise provided by PUM Netherlands. The initiative was launched in march, 2022 and continued for a period of 1 year.

Activities:

Conducted a series of activities during the extension program, which included:

- a. Training Workshops: Several workshops were organized on topics such as food safety, product quality improvement, and efficient production practices. These workshops were well-received by participants.
- b. Technical Assistance: offered technical assistance and guidance to the food processing plants under the SRD Group to address their specific challenges and improve their production processes.
- c. Quality Assurance: introduced quality control measures and helped businesses establish quality assurance protocols, leading to significant improvements in product quality.



Training the workers on importance of quality control in a food processing industry

SRD Baker's

Employee Group Training Record

Date of Training Session: 01.06.22

Trainer's Name: Mrs. Himakshi Baishya

Training Subject :
Q C Team Training

Group : Celebration cake Section

#	Name of Trainee (please print clearly)	Signature of Trainee* My signature verifies that I have received the training listed above.
1	Girish Deka	Girish Deka
2	Kamal Deka	Sri Kamal Deka
3	Nripen Deka	Nripen Deka
4	Mrs Bitu Deka	Bitu Deka
5	Animesh Hazarika	Animesh Hazarika
6	Jadu moni kumar	Jadumoni Kumari
7	Mintu Saikia	Mintu Saikia
8	Kishore kumar Sarma	Kishore kumar Sarma
9		
10		

Himakshi Baishya

1/6/22

Attendance sheet of the training session



SRD BAKERS

Mfrs. of - Bread, Biscuit & other
quality food products
Ph. 222593, 222872

Date: 02-03-2022

To,
Mrs. Himakshi Baishya
Arunudo Path, Near Kali Mandir
Hengrabari, Guwahati-781036

Subject: Letter of engagement as quality coordinator.

Dear Himakshi,

Based on your discussion with Mr. Sagar Rai Deka, Mr. Jan Van Klaveren and Mrs Jacqueline Kuiper we would like to appoint you as the quality coordinator for the food safety, quality and hygiene project that SRD Bakers and experts from PUM, Netherland have initiated at SRD Bakers, Mangaldai.

Your roll and responsibility will be limited to liaising between members of PUM and employees of SRD Bakers to develop robust quality system, hygiene practice and food safety system. Expert from PUM will guide you during the entire period that you will be engaged with this project. You are expected to help the PUM experts get and unbiased opinion of the actual practice at the factory level and you are also expected to train the employees according to the inputs you receive from the experts at PUM during different phases of the project.

This letter of engagement will be for duration of four months commencing from **24.02.2022** after which we can renew it based on mutual discussion. During the time of your engagement as quality coordinator at SRD Bakers your remuneration will be Rs. 20,000.00 (Rupees Twenty Thousand only) per month.

We look forward to our association with you as a quality coordinator.

Yours Sincerely,

Rajib Sarmah

Rajib Sarmah
HR Manager



Office : L.N.B. Road, Mangaldoi- 784 125 ☎ 222127, 225693, 222872 : Vill : Saloipara, Chopai Chowk, Mangaldoi ☎ 222593

Appointment letter for engagement



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Training imparted to workers on quality control, food safety and GMP (Good Manufacturing Practices) in a food industry
