

Nutrition Office

Head of Nutrition Office

Saeed Golchin

Responsibilities:

- Coordinating and supervising the delivery of the food card without contacting the students to reserve food, the price of each meal (lunch and dinner) is 17,000 Rials, breakfast is 8800 Rials.
- Coordinating for training of feeding automation system and contactless cards
- Developing a weekly and seasonal food plan with the participation of the Students Union Council
- Supervising the nutritional affairs of students in the self-services of the university, which is done by the contractor.
- Training of Food hygiene to kitchen staff during the process of cooking and distributing food
- Supervising over the proper implementation of affairs related to the university student self-services
- Supervising over the health of self-services of the affiliated faculties of the university (Semnan campus, Dentistry, Damghan, Sorkheh, Aradan)
- Supervising over requests for food and self-service equipment
- Preparing reports and providing appropriate solutions in the field of nutrition
- Attending meetings to discuss nutrition issues
- Supervising over the cooking, distribution, quantity and quality of students' cooked food according to the meal plan table
- Supervising over the performance of the university's student self-service contractors according to the contract
- Participating in tenders and auctions related to the preparation, cooking and distribution of student food
- Supervising over service and maintenance contract and performance of the feeding automation system contractor
- Corresponding and coordinating with the Education of University Kalinan Company for the issuance and distribution of multi-purpose student cards (nutrition)
- Participating in conferences, workshops, retraining and nutrition congresses to improve the level of scientific and nutritional information
- Providing statistics needed for Student Management
- Supervising over contractor payment documents in units
- Supervising over student surveys by affiliated units
- Supervising over the storage of raw materials in warehouses and cold stores

- Cooperating and food planning in holding pre-university camps, religious ceremonies, scientific camps, pilgrimage and tourism, sports camps, student seminars and graduation celebrations throughout the year
- Studying and planning the education of proper nutrition for consumers
- Supervising, nutrition counseling and treatment regimen for single and married students if necessary

#### How to use the feeding automation system?

- All students are given a contactless (nutrition) student card at the time of enrollment, which they must maintain it until the end of their studies.

The multi-purpose smart student card is issued by the Educational Management of the university and is delivered to the student at the time of enrollment. To activate the card, you must refer to the person in charge of the feeding automation system in each city.

Students must pay the cost of the card and settle with the units to reissue the card. So be careful in maintaining it and in case of loss, inform the Educational Management as soon as possible.

- To increase credibility of the card, each person must act in the following ways according to the needs and designated groups:

#### By Internet:

- Access the Internet
- Login to the site at [food.semums.ac.ir](http://food.semums.ac.ir) or university portal - Internet services - Feeding automation system
- Enter student number as username
- Enter the national code or student number as the password
- Enter the security code
- Click on the online payment section
- Click on the section to increase online credibility
- Enter the deposit amount in the field related to Rials
- Click on the online portal of the bank.
- Click on the payment section
- Enter the 16-digital number of ATM cards in the relevant field
- Enter the internet password you received from the ATM.
- Enter the second password of the card (cvv2)
- Enter the letters of the image
- Click on the pay button
- Confirm the financial transaction

Notes:

- After making a financial transaction, refer to the food reservation page and check the deposit amount.
- Before increasing the online credit, it is necessary to have the internet password or the second dynamic password, the second card password (cvv2) and the expiration date of the card.

To reserve food, you must follow the next steps:

Reserving food via the Internet or mobile phone is as follows (this step is after increasing the credit).

- Login to internet to make a reservation
- Use the Chrome or Mozilla browser
- Login to this address [food.semums.ac.ir](http://food.semums.ac.ir)
- Enter student number as username
- Enter the national code or student number as the password
- Enter the security code
- Click on the food reservation section
- Select the desired and allowed self-service according to the table
- Reserve food of next week, two weeks and three weeks later if desired.
- Save food reservations
- Logout

To reserve food of the whole week, students must reserve in advance of the week and at all hours of Saturday, Sunday, Monday, Tuesday and Wednesday (until 11:59 AM). Also, in the current week, students can reserve food for two days later or return food until 11:59 a.m.

(To change the software version, this link may be disabled for a short time.)

Table group, place of credit increase and predecessors allowed to choose food

	Groups	Places to increase credit	Lunch salons that can be selected for lunch	Dinner salons that can be selected for dinner
1	Male students of Andisheh dormitory	Online	One and Three	Two
2	Female students of Bustan and Golestan dormitories	Online	One and Three	One

3	Married and single students in the dormitory of the deputy headquarters	Online	One and Three	Four
4	Non-dormitory students	Online	One and Three	-----
5	Female students of Science and Technology dormitory	Online	One and Three	Seven
6	Male students of Sorkheh dormitory	Online	One and Three	Five
7	Female students dormitory in Sorkheh	Online	One and Six	One
8	Male students of Damghan dormitory	Online	Nine	Ten
9	Female students of Damghan dormitory	Online	Nine	Nine
10	Non-dormitory students of Damghan	Online	Nine	-----
11	Male students of Aradan dormitory	Online	Twelve	Thirteen
12	Female student of Aradan dormitory	Online	Twelve	Fourteen
13	Non-dormitory students of Aradan	Online	Twelve	-----
14	Female students of Maryam International dormitory	Online	One and Three	Fifteen
15	Male students of Shahid Ghandi International dormitory	Online	One and Three	Sixteen

Table of names and places of food distribution

	Number of salons	Name and place of self-service or food distribution
1	Number 1	Central self-service in Semnan campus (4 km of Damghan road)
2	Number 2	Food distribution place in Andisheh dormitory (17 Shahrivar Blvd., Semnan)
3	Number 3	Food Distribution place in self-service of School of Dentistry (17 Shahrivar Blvd., Semnan)
4	Number 4	Food distribution place in the dormitory of the deputy headquarters (Semnan Basij Boulevard)
5	Number 5	Food distribution place in Sorkheh dormitory
6	Number 6	Food distribution place in School of Sorkheh
7	Number 7	Food distribution place in the dormitory of Science and Industry
8	Number 9	Central self-service of School of Damghan
9	Number 10	Food distribution place in Damghan Male dormitory
10	Number 12	Central self-service of School of Aradan
11	Number 13	Food distribution place in Aradan Male dormitory

12	Number 14	Food distribution place in Aradan Female dormitory
13	Number 15	Food distribution place in Maryam International Dormitory
14	Number 16	Food distribution place in Shahid Ghandi International Dormitory

Nutrition staff:

	Name	Post	Workplace	Telephone
1	Saeed Golchin	Head of Nutrition Office	Deputy of Student and Cultural Affairs in SEMUMS Headquarters	023-31052103 023-33441021
2	Ahmad Zahedi	Expert in feeding automation system	Central self-service in Semnan campus	023-33654198
3	Zeynab Khorsandi	Expert in feeding automation system	Damghan School of Health	023-35220145
4	Farahnaz Ghoshchian	Expert in feeding automation system	Sorkheh Paramedical School	023-33614751
5	Zahra Ameri	Expert in feeding automation system	Aradan School of Nutrition and Food Industry	023-34544841