



Dempo Charities Trust's

SRINIVASSA SINAI DEMPO COLLEGE OF COMMERCE AND ECONOMICS

Cujira-Bambolim, Goa.

CANTEEN POLICY

Purpose:

The 'Canteen Policy' of Srinivassa Sinai Dempo College of Commerce and Economics has been formulated for effective and efficient functioning of the college canteen in order to satisfy the nutritional needs of the staff, students and other users of the canteen; while adopting hygienic practices and clearly defined procedures.

There is a need to implement the 'Eat Right Campus' initiative formulated by the Food Safety and Standards Authority of India (FSSAI) which recognises that an educational institution is an ideal setting to educate individuals about healthy food choices and physical activity.

The college canteen is the ideal platform that can provide adequate options for healthy food choices that are appetising and affordable; through a menu that reflects the Indian dietary guidelines for students and staff. This can influence food choices at the college as well as in the community at large. The implementation of the policy requires the involvement of the canteen operator, the staff and the students of the institution, most of who may eat at least one meal and / or beverage at the canteen.

Aims and Objectives:

- To ensure the effective functioning of the college canteen.
- To ensure that nutritious food items and beverages are available at reasonable prices in the canteen.

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- To provide a clean and hygienic environment for consumption of food and beverage.
- To ensure an efficient system for food and beverage service.
- To promote and encourage healthy food habits among students.

Monitoring Authority:

The canteen committee constituted by the college for every academic year shall be responsible for ensuring strict adherence and compliance to the objectives set in the Policy.

Administration:

- The college shall invite tenders from interested caterers / food service providers, to provide food and beverage service at the college canteen on a contractual-basis.
- The canteen shall be managed by the college canteen committee.
- The college canteen committee shall finalise the menu plan for the college along with the canteen operator.
- The college canteen committee shall create awareness on, and promote healthy eating habits among the staff and students.
- The college canteen committee shall ensure certification of the college canteen under the 'Eat Right Campus' initiative of the FSSAI.
- The college canteen committee shall monitor the operation of the canteen to ensure that it follows the parameters outlined in the 'Eat Right Campus' initiative, which are –*Eat Safe, Eat Healthy, Eat Sustainable, Build awareness.*
- The college canteen committee shall update the canteen operator regarding special events organised by the college or on the extended / re-scheduled lecture timings for any of the programmes offered by the college, to ensure that food and beverage requirements, particularly for the students are made available at the college canteen during the extended hours (The concerned Heads of Departments / Programme Coordinator shall inform the canteen committee about such specific requirements).
- The college canteen committee shall conduct regular meetings to assess whether the rules, regulations and objectives of the 'Canteen Policy' are adhered to.
- The college canteen committee shall conduct surprise quality checks on a fortnightly basis, to monitor the food and beverages served, maintenance of hygiene, and other essential processes.

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- The college canteen committee shall obtain bi-annual feedback from the staff, students and other regular canteen customers regarding food, service, prices of items in the canteen. The feedback shall be reviewed and necessary measures for improvement carried out.
- The college canteen committee shall prepare bi-annual reports of the college canteen, for submission to the Principal and Management of the college.
- The canteen operator shall strictly adhere to the terms outlined in the contract signed with the college authorities.
- The canteen operator shall adhere to the stipulated regulations on cleanliness, hygiene and pest/ rodent control in the kitchen and service area.
- Valid licenses obtained by the canteen operator from the Food and Drug Administration (FDA), Directorate of Health Services (DHE) and other relevant licensing authorities, shall be prominently displayed in the college canteen.
- The menu chart along with the rates for every item shall be prominently displayed in the college canteen.
- The sale of aerated beverages and 'energy drinks' / highly caffeinated beverages shall not be permitted in the canteen.
- The canteen operator shall ensure that a reasonable variety of healthy food choices and beverages are available to the students/staff and users at the canteen.
- The canteen operator shall call for lunch orders to be placed in advance, for those who require the same.
- The canteen operator shall ensure responsible segregation and disposal of canteen waste.
- The canteen committee and canteen operator shall enforce an organised queueing system at the service counter for the safety and smooth service to all customers at the canteen, as well as prevention of accidents and spillage incidents.
- The staff and students who use the canteen shall ensure adherence to guidelines with regard to the queueing system at the service counter, disposal of used cutlery, plates, cups and leftover food / beverage.

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Canteen Timings:

- The college canteen shall be open from 8:00 a.m. to 4:30 p.m. (regular timings)
- Special service timings shall be based on the extended schedule / special events (whenever applicable)

Best Practices at the Canteen:

- Good hygiene practices
- Organised queueing system
- Safe and healthy food habits
- Affordable pricing
- Responsible use of furniture
- Responsible disposal of used cutlery / plates / cups
- Responsible disposal of food waste



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