

CANTEEN POLICY DOCUMENT



St. Xavier's College, Burdwan

A Jesuit Institution

(Affiliated to the University of Burdwan)

CANTEEN POLICY OF ST. XAVIER'S COLLEGE, BURDWAN

PURPOSE:

The "Canteen Policy" of St. Xavier's College, Burdwan has been framed for effective and efficient functioning of the college canteen in order to maintain proper hygienic practices abiding by the Food Safety and Standards Authority of India (FSSAI) guidelines while providing good quality nutritious food.

The college canteen shall strive to provide adequate healthy food choices at a very affordable price point keeping in mind the local dietary practices of the people of the community. The implementation of the Canteen Policy requires the involvement of the management, the canteen operator and the students of the institution who may eat at least one meal or beverage at the Canteen.

OBJECTIVES:

- To ensure effective and efficient functioning of the college canteen.
- To ensure that nutritious food items and beverages are available at a reasonable price in the canteen.
- To provide a clean and hygienic environment for the consumption of food.
- To encourage healthy food habits in students.

MONITORING AUTHORITY:

The College Canteen Committee constituted by the College authority will be responsible for ensuring strict adherence and compliance to the objectives set in the policy.

RULES AND REGULATIONS:

- The college canteen shall be managed by the canteen operator appointed by the college authority.
- The canteen operator shall have the freedom to create the “Menu of Food and Beverages” to be served in the canteen after the approval of the College Canteen Committee and Administration.
- The college Canteen Committee shall strive to promote healthy food eating amongst the students and other patrons of the college canteen.
- The canteen operator shall ensure that it has acquired the FSSAI Certification from the relevant authority to promote the “Eat Right Campus” initiative.
- The canteen operator is also responsible for renewing the FSSAI certificate upon expiry.
- The College Canteen Committee shall conduct regular meetings to assess whether the rules, regulations and the objectives are properly adhered to.
- The college canteen operator shall display the menu chart along with the prices of all the food items available in the canteen.
- The college canteen committee shall install a suggestion box in the canteen to receive feedbacks from the patrons and review them from time to time to ensure that the canteen is maintained properly.
- The College Canteen Committee shall prepare annual reports of the canteen and submit it to the HOI.
- The canteen operator shall adhere to the stipulated regulations on cleanliness, hygiene, pest-control in the kitchen and the serving area.
- The Canteen operator shall never serve leftover food from previous day to the customers.
- The Canteen operator shall ensure that a reasonable variety of healthy food choices are available to the students/staff/faculty in the canteen.
- The canteen operator shall ensure that the food items are served in bio-degradable plates and cups as part of the Plastic Free initiative of the college.
- The canteen operator shall ensure responsible and proper segregation of canteen waste.
- The Canteen Committee and the canteen operator shall enforce an organized queuing system at the service counter for the safety and smooth service to all customers in the canteen.
- The customers who use the canteen shall ensure adherence to the guidelines with regard to queuing system at the service counter, disposal of used plates, cutlery, cups and leftover food and beverages.
- Any other Rules and Regulations (if applicable) shall be mentioned in the Contract document between the College authority and the Canteen Operator.

CANTEEN TIMINGS:

- The college canteen shall remain open from **1:40 PM to 2:10 PM**. (regular timings)
- Special service timings shall be based on extended schedule/special events (whenever applicable)

BEST PRACTICES AT THE CANTEEN:

- Good hygiene practices.
- Minimal wastage of food.
- Serving food on bio-degradable plates and cups.
- Affordable pricing.
- Responsible disposal of wastes.



bl / HCO
Dr. Fr. G. Paul Aroekiam S.J.
St. X: Principal
St. Xavier's College
St. Xavier's Road
Burdwan-713103