



**Bharath Institute of Higher Education and Research  
(Deemed to be University)**

**Office of the Dean of Engineering,**

**Sree Balaji Institute of Science and Technology (SBIST),**

**7, Works Road, Chromepet, Chennai – 600044**

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SBIST/HOS/REC/2025-26/001

Date: 01 October 2025

### **OFFICE ORDER**

#### **Implementation of Food Safety and Standards Act, 2006 in the Institution**

In compliance with the provisions of the **Food Safety and Standards Act**, the rules and regulations framed thereunder by the **Food Safety and Standards Authority of India (FSSAI)**, and as part of AICTE safety and student welfare compliance, Sree Balaji Institute of Science and Technology (SBIST) hereby implements a comprehensive Food Safety Management System (FSMS) within the campus with immediate effect.

This policy applies to:

- College Canteen
- Hostel Mess (if applicable)
- Food Courts
- Catering Services
- Vending Machines
- Temporary Food Stalls during events

The Food Safety Monitoring Committee is hereby constituted to oversee implementation and compliance.

# **FOOD SAFETY MANAGEMENT POLICY**

(AICTE Compliance Document – 2025–26)

## **1. POLICY STATEMENT**

SBIST is committed to ensuring safe, hygienic, and nutritious food to students, faculty, staff, and visitors in strict compliance with the Food Safety and Standards Act, 2006 and FSSAI Regulations.

The institution adopts:

- Zero tolerance towards unhygienic practices
- Mandatory licensing and inspection
- Periodic food quality testing
- Preventive food safety monitoring

## **2. OBJECTIVES**

1. Ensure food safety compliance across campus.
2. Prevent food contamination and food-borne illnesses.
3. Maintain hygienic food preparation and storage.
4. Monitor vendor compliance with FSSAI norms.
5. Promote nutrition awareness among students.

## **3. APPLICABILITY**

This policy applies to:

- All food handlers
- Canteen contractors
- Hostel mess operators
- Temporary catering vendors
- Event-based food providers

## **4. STATUTORY COMPLIANCE REQUIREMENTS**

**Mandatory Requirements:**

Valid FSSAI License for canteen/mess  
Food handler medical fitness certificates  
Periodic pest control certification  
Safe drinking water certification  
Waste disposal compliance  
Food storage temperature monitoring

Copies of all licenses shall be displayed in the canteen area.

## 5. FOOD SAFETY MONITORING COMMITTEE

Sl. No.	Designation	Role
1	Dean	Chairperson
2	Administrative Officer	Member
3	Hostel Warden	Member
4	Medical Officer	Member
5	Faculty Representative	Member
6	Student Representative	Member
7	Canteen Manager	Member

## 6. INFRASTRUCTURE & HYGIENE STANDARDS

### 6.1 Kitchen Standards

- Stainless steel preparation tables
- Proper drainage system
- Covered waste bins
- Separate raw and cooked food zones
- Refrigeration units with temperature log

### 6.2 Food Storage Standards

Item	Required Condition
Perishables	0–5°C
Frozen Items	-18°C
Dry Goods	Cool, dry area
Raw Meat	Separate storage

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Daily temperature log shall be maintained.

### **6.3 Personal Hygiene Standards**

- Hair nets mandatory
- Gloves during food handling
- Apron and uniform compulsory
- No jewellery while cooking
- Medical fitness certificate annually



### **7. WATER SAFETY**

- RO-treated drinking water
- Quarterly water quality testing
- Separate water storage tank cleaning schedule
- Lab testing report maintained

### **8. PEST CONTROL MEASURES**

- Quarterly pest control treatment
- Certified pest control agency
- Pest control log maintained

### **9. FOOD QUALITY TESTING**

- Random food sample testing
- Record of suppliers
- Vendor quality verification
- Expiry date checks

## **10. WASTE MANAGEMENT**

- Segregation of wet & dry waste
- Proper disposal through authorized vendors
- No open dumping
- Composting recommended

## **11. FOOD SAFETY AUDIT**

Internal Audit – Once per semester

External Audit – Annually

Audit report to be submitted to Dean's office.

## **12. DISPLAY REQUIREMENTS**

The following must be displayed:

FSSAI License Copy

Complaint Register

Food Rate Chart

Food Safety Helpline Number (1800-11-2100)

Medical Fitness Certificate of Staff

## **13. GRIEVANCE REDRESSAL MECHANISM**

Students may:

- Submit written complaint
- Use complaint register
- Email designated officer
- Approach student representative

All complaints must be resolved within 7 working days.

J. Indumathi



## **ANNEXURES**

**ANNEXURE I – FOOD SAFETY INSPECTION CHECKLIST**

**ANNEXURE II – DAILY TEMPERATURE LOG**

**ANNEXURE III – FOOD COMPLAINT REGISTER FORMAT**

**ANNEXURE IV – MEDICAL FITNESS DECLARATION FORMAT**

### ANNEXURE I – FOOD SAFETY INSPECTION CHECKLIST

Parameter	Compliant (Yes/No)	Remarks
FSSAI License Valid		
Kitchen Cleanliness		
Storage Conditions		
Water Testing Report		
Pest Control Record		
Staff Hygiene		
Medical Certificate Valid		

### ANNEXURE II – DAILY TEMPERATURE LOG

Date	Refrigerator Temp	Freezer Temp	Verified By

### ANNEXURE III – FOOD COMPLAINT REGISTER FORMAT

Complaint No	Date	Complainant	Issue	Action Taken	Closed On

### ANNEXURE IV – MEDICAL FITNESS DECLARATION FORMAT

I hereby declare that I am medically fit and free from contagious diseases.

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Certified by Registered Medical Practitioner.

