



लक्ष्मीबाई राष्ट्रीय शारीरिक शिक्षा संस्थान, ग्वालियर
**LAKSHMIBAI NATIONAL INSTITUTE OF
PHYSICAL EDUCATION**

(Deemed-to-be University)
Ministry of Youth Affairs & Sports, Government of India

STANDARD OPERATING PROCEDURE

FOR FUNCTIONING OF THE MESS





**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION,
GWALIOR**

(Deemed to be University under Section 3 of the UGC Act, 1956)
Ministry of Youth Affairs & Sports, Government of India

**STANDARD OPERATING PROCEDURE (SOP)
FOR FUNCTIONING OF THE MESS**

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1. Preamble

The Institute Mess plays a vital role in supporting the health, nutrition, and performance of approximately more than 1000 sports students. This SOP is framed to ensure safe, hygienic, nutritionally balanced, and efficient food services in compliance with FSSAI guidelines and institutional standards.

2. Introduction

The Mess is an essential facility of LNIPE that provides daily meals to hostel residents. There is a Central Mess which caters to Boys' Mess, Girls Mess and Guest Houses (on demand). Considering the physical demands of sports training, food quality and nutrition are critical.

This SOP establishes a structured system for:

- Governance
 - Procurement
 - Food preparation
 - Hygiene monitoring
 - Grievance redressal
 - Documentation
-

3. Vision

To provide safe, nutritious, hygienic, and high-quality food that supports the physical performance, health, and well-being of students.

4. Mission

1. To maintain the highest standards of food safety and hygiene.
2. To provide nutritionally balanced meals suitable for sports students.
3. To ensure transparency and accountability in mess operations.
4. To minimize food wastage and ensure cost efficiency.

5. To create a student-friendly grievance redressal mechanism.
-

5. Objectives

1. To ensure hygienic preparation and service of food.
 2. To comply with FSSAI and health regulations.
 3. To implement systematic inspection and monitoring.
 4. To maintain proper documentation of food cost and safety checks.
 5. To provide structured roles and responsibilities for smooth functioning.
 6. To encourage student participation through the Mess Committee.
-

6. Scope

This SOP applies to:

- Mess Administration
 - Kitchen Staff
 - Students (Hostel Residents)
 - Mess Committee Members
 - Inspection Authorities
-

7. Governance Structure

7.1 Mess Warden

- Overall supervision of mess functioning.
 - Ensures compliance with health and safety regulations.
 - Addresses student grievances.
 - Monitors staff performance.
 - Liaison with Mess Supervisor and Mess Committee for operational coordination.
 - Handles emergencies (e.g., foodborne illness).
-

7.2 Assistant Mess Warden

- Assists Mess Warden in all matters related to the management and administration of the food mess facility.
 - Acts in absence of Mess Warden.
-

7.3 Nutritionist

- Prepares monthly menu.
 - Ensures nutritional balance for athletes.
 - Inspects ration quality of the purchased or supplied wet/dry ration.
 - Conducts review meetings with mess staff, chef and mess supervisor.
 - Ensures compliance with latest food laws.
-

7.4 Mess Supervisor

- Manages day-to-day operations.
 - Supervises food storage and preparation.
 - Maintains inventory, procurement and storage of food items.
 - Coordinates staff shifts.
 - Reports to Mess Warden.
 - Collaborate with the Mess Committee to maintain food quality and variety.
-

7.5 Chef & Assistant Chef

Chef Responsibilities:

- Ensure quality, taste, and presentation.
- Follow FSSAI guidelines.
- Maintain hygiene of kitchen staff.
- Monitor inventory and food cost.
- Supervise kitchen operations.

Assistant Chef:

- Assist in food preparation in different sections of the main kitchen or satellite kitchen/service points.

- Maintain hygiene standards.
 - Control food stock and cost in assigned section.
 - Take charge in absence of Chef.
-

7.6 Mess Staff

- Prepare and serve food as per menu.
 - Maintain cleanliness of kitchen & dining hall.
 - Follow portion control.
 - Report issues to Supervisor.
-

7.7 Mess Committee

Purpose: To ensure food quality and represent student concerns.

Functions:

- Approve monthly menu.
 - Inspect food quality.
 - Address complaints.
 - Act as bridge between students and administration.
-

8. Food Procurement & Storage

- Purchase from FSSAI-approved vendors.
 - Maintain First-In, First-Out method for food items to prevent spoilage.
 - Record storage temperature to ensure freshness and safety. (4°C for chilled, -18°C for frozen/as per latest guidelines).
 - Label all items with expiry date.
 - Conduct regular inspections.
-

9. Food Preparation Standards

- Food preparation must adhere to hygiene and safety standards.

- Cooks and kitchen staff should wear appropriate personal protective equipment (PPE).
 - Proper hand washing and sanitation procedures are to be followed.
 - Regular cleaning and sanitization of kitchen equipment and surfaces is mandatory.
 - Use potable water.
 - Maintain veg & non-veg segregation.
 - Follow color-coded utensils (Red for Non-Veg, Green for Veg).
 - Avoid cross-contamination.
 - Thaw frozen food properly.
-

10. Food Service Guidelines

- Serve hot food hot and cold food cold.
 - Staff should wear personal protective Equipment (PPE) and there should be no bare hand contact.
 - Maintain portion control to minimize wastage.
 - Accommodate medical dietary restrictions.
 - Maintain clean serving counters.
-

11. Food Safety & Hygiene Standards

- Mandatory PPE (Apron, Cap, Gloves).
 - Regular medical check-up of staff.
 - No jewellery or personal items during food handling.
 - Regular pest control.
 - Daily cleaning schedule.
 - Waste bins must be covered and foot-operated.
 - Regular training on food safety and hygiene for all staff.
 - The mess facility must undergo regular inspections by health authorities.
 - Strict adherence to food safety guidelines.
-

12. Monitoring & Inspection Mechanism

The following checklists shall be maintained:

- Daily Food Safety Checklist
- Kitchen Hygiene Checklist
- Procurement Checklist
- Monthly Food Cost Statement
- Surprise Inspection Reports

Periodic review by:

- Mess Warden
 - Nutritionist
 - Mess Committee
 - Institute Authorities
-

13. Waste Management

- Segregation of wet and dry waste.
 - Daily disposal of garbage.
 - Clean and disinfect bins.
 - No accumulation of waste in kitchen area.
-

14. Communication & Grievance Redressal

Complaint Procedure:

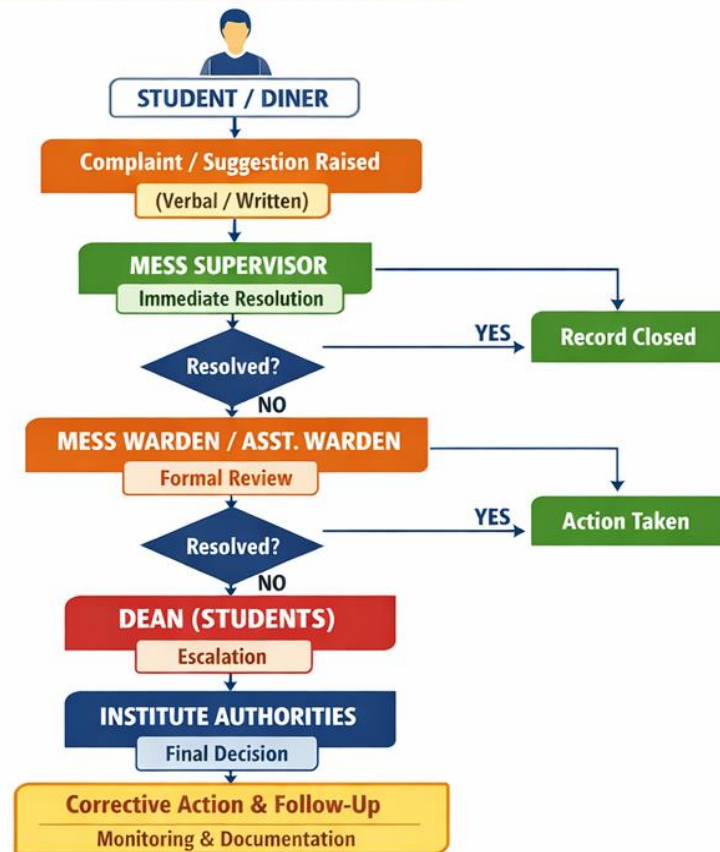
1. Report to Mess Supervisor.
2. If unresolved, approach Mess Warden.
3. If still unresolved, approach Dean (Students).
4. Follow protocol of Complaint and Monitoring Process as below:

(Complaint Register shall be maintained.)

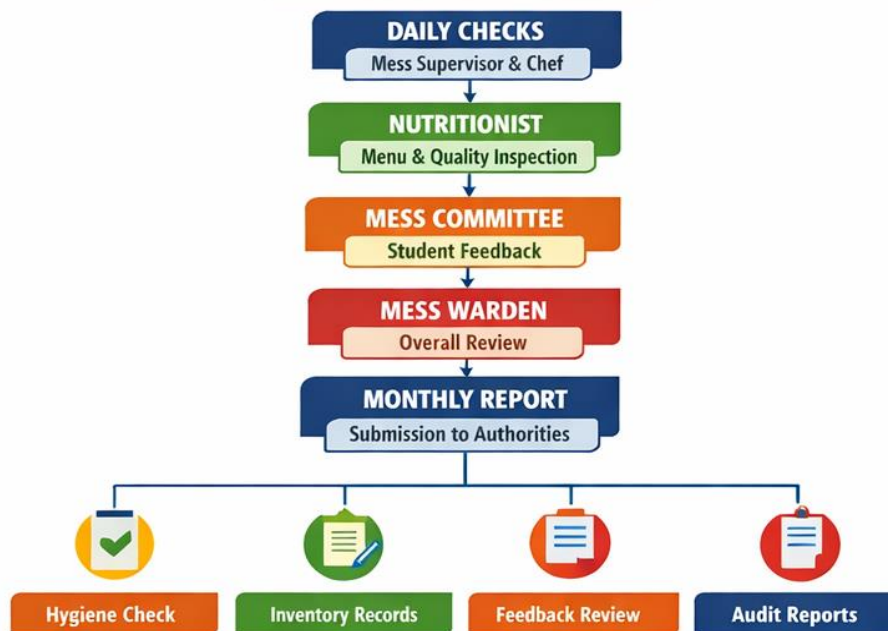
Complaint & Monitoring System

LNIFE Institute Mess

COMPLAINT HANDLING PROCESS



MONITORING SYSTEM FLOW



15. General Guidelines for Students

- Follow mess timings strictly.
 - Self-service system.
 - Avoid food wastage.
 - No entry into kitchen/store room.
 - No utensils to be taken outside mess.
 - Guests allowed with prior permission (limited meals).
 - Maintain discipline and hygiene.
-

16. Documentation & Records

The following records must be maintained:

- Menu Register
 - Food Cost Register
 - Inspection Reports
 - Pest Control Records
 - FSSAI License Copy
 - RO Maintenance Report
 - Staff Health Check Records
 - Complaint Register
-

17. NAAC Compliance Mapping

This SOP supports:

Criterion V – Student Support & Well-being

Criterion VII – Institutional Values & Best Practices

Criterion III – Infrastructure & Learning Resources

Evidence to Maintain:

- Monthly Menu Charts
- Food Safety Inspection Records
- Medical Fitness Records of Staff

- Feedback Reports
 - Committee Meeting Minutes
-

18. Review & Amendment

The Institute reserves the right to revise this SOP as per:

- FSSAI Guidelines
- Government Regulations
- Institutional Requirements
- Student Feedback

All amendments shall be notified officially.

19. Annexures

Annexure I – Menu Chart Format

Annexure II – Monthly Food Cost Statement

Annexure III – Inspection Reference Guide

Annexure IV – Daily Monitoring Checklist

Annexure V – Procurement Checklist

Annexure VI – Kitchen & Storage Checklist

Annexure VII – Food Safety & Sanitary Inspection Checklist

FORMAT FOR MENU CHART

Food	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
EARLY MORNING							
Tea							
Biscuits							
BREAKFAST							
Indian							
Porridge							
Dairy							
Egg							
Milk							
Accompaniments							
Fruit							
LUNCH							
Salad							
Non veg							
Paneer							
Vegetable							
Pulse							
Curd/Lassi							
Roti							
Rice							
EVENING							
Tea							
Snack							

DINNER

Food	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Salad							
Mix Salad							
Non veg							
Paneer							
Vegetable							
Pulses							
Roti							
Rice							
Fruit							
Sweet							

Signatures:

Mess Supervisor

Chef

Nutritionist

Mess Warden/Assistant Warden

ANNEXURE - II

FOOD COST STATEMENT FOR THE MONTH OF , 202

[illegible]

**Actual Cost of the daily items reflected in the daily issue and cost register.*

REFERENCE GUIDE FOR INSPECTION

A detailed checklist regarding the food safety measures is prepared. With the help of the checklist, we will be able to administer standard practices of food safety in the premises. Please input the answer (S= satisfactory, N= Needs improvement, C= needs immediate correction) to the best of your observation and evaluation. This checklist can be used by any individual assigned to monitor/make surprise visits.

CRITERIA				REMARKS
PROCUREMENT OF RAW MATERIAL				
Food is purchased from an approved source.				
Fresh appearance (intact, without bruises/spots, patches, shriveled etc.) Off odor/ spoilage / putrefaction				
Chilled and frozen products are received at correct temperature				
Raw Materials/ Products are free from any impurities (e.g. dirt, dust, stones, wood, signs of infestation, pest or their remains, metal pieces or any other foreign matter) and also free from foul odor and fungal growth.				
Temperature of potentially high-risk food is at or below 4 ⁰ C				
Temperature of frozen foods is -18 ⁰ C or below				
Packaging and pack seals are intact, without holes, no leakage, dents, puffing, rusting signs and under expiry date.				
Live birds(Chicken) are free from disease and in good health condition.				
All raw materials are stored and stacked properly in store.				
Slaughter house is cleaned regularly.				

PREPARATION AND COOKING OF RAW MATERIALS

Only potable water from safe source is used for preparation and washing of raw materials				
Perishable products are kept in the fridge at temperature of 4 ⁰ C or below and consumed before its 'best before'/'expiry' date				
Cross contamination avoided during food preparation				
Separate equipment and utensils are used with color coding, Red-color code for non-veg and green color for Veg.				
Hands and equipment washed between tasks.				
Products are kept covered after preparation/cooking				
Sort all raw materials (e.g. grains, fruits & vegetables etc.) and remove undesirable/spoiled parts before use				
Sieve all dry and liquid raw materials (e.g. flour, powdered sugar, syrups) before use				
Uncooked, ready-to-eat fruits & vegetables are disinfected with 50ppm chlorinated Water before preparation.				
Frozen products are thawed in refrigerator/convection Oven or under running potable water well before cooking				
Thawed products are used immediately and not refrozen or kept in chiller and only required portion of the food is thawed at a time				
Food is cooked thoroughly with temperature reaching at least 70 ⁰ C				

SERVING OF COOKED FOOD

Cold foods are served cold and hot food shot				
Cooked products are heated up to 70°C or above before serving and should not be left at Room temperature for more than 2 hours.				
Transported cooked food is consumed/used within 4 hours of its arrival				
Food is served in clean and intact utensils/one-time-use disposables				
Clean and non-toxic material is used for packing of food. Printed paper is not used for wrapping/storing or serving food				
Re-usable serving utensils/items are washed, cleaned & disinfected after each use				
All tables and food serving counters are clean				
Surplus food is not mixed up with freshly prepared food				
Food is served in clean and intact utensils/one-time-use disposables				

DISPLAY OF FOOD

Display counters are intact, clean and properly maintained				
Floor below & behind the counters and display racks are clean				
Spoiled and damaged products are not displayed				

Food products (except whole fruits and vegetables) are kept covered				
Counter display of cold foods & beverages is at 4°C or below				
Counter display of hot foods is at 60°C or above				
Veg. & Non-veg. products are properly labeled, displayed separately or physically separated and displayed in separate compartments.				
Placards are placed accordingly beside every food item served.				
Employee serving food should use tongs to serve to prevent bare hand contact.				
Complaint/ Suggestions and Inspection Book is available				
STORAGE OF SURPLUS FOOD				
Surplus food is consumed before 'expiry'/'use by' date (e.g. packaged milk, cream, Sauces etc.) and for other kinds of food, it should be used till fit for consumption.				
Surplus food is stored in the refrigerator				
Surplus thawed food is discarded				
Perishable products are consumed immediately and not stored for further use				
Canned products once opened are transferred in the suitable covered containers and Kept refrigerated				

UTENSILS & EQUIPMENTS				
Cooking utensils, cutlery and crockery shall be made of and served in food grade material				
All utensils and equipment are washed with cleaning agent/detergent and rinsed with Clean warm water after every use and stored at clean and designated place.				
Utensils are not be wiped with aprons, soiled cloths, un clean towels, or hands				
Food contact surfaces, utensils and equipment are kept clean and sanitized between uses				
Small equipment inverted, covered or otherwise protected from dust or contamination				
The refrigerators are clean and without off-odors				
Placards to be collected and cleaned at the end of the day.				
CLEANING & HYGIENE OF ESTABLISHMENT/SURROUNDING				
Area/establishment is cleaned every day before starting work, in between and at the end of the day.				
Worktables, kitchen aids, taps, door-knobs and sinks are cleaned and disinfected every day				
Floors are free from accumulation of food waste, dirt, grease or other visible obnoxious matters				
Food preparation and food distribution areas are clean, dry, well-lit and hygienic				
All drainage holes are clean and covered				
Area is well maintained, clean and well illuminated				

GARBAGE DISPOSAL FACILITY

The location of the waste bins is such that it is not carried through the kitchen				
Waste bins are emptied, washed and dried at the end of day.				
Waste is collected separately and stored in closed & leak proof containers for disposal				
Waste storage area is free from insects or rodents				

FACILITY AND EMPLOYEE PERSONAL HYGIENE

Employees are free from any illnesses, cuts and infection.				
Food handlers wash hands under foot operated taps with soap and water before handling food, after using toilet/blowing nose/sneezing, rejoining work after break, after working with raw Materials				
Soaps/Tissue roll/paper towel/hand dryer/fresh towel or hand sanitizer and adequate water supply are available near toilets and hand wash areas.				
Employees wears clean and proper clothing with aprons, Hand gloves, head covers and mask.				
Separate foot wear is used during food handling				
Cloths and other items are kept out of kitchen and storage are as				
All Jewelry/threads/wrist watch/cosmetics are not worn on hands while handling food				
Fingernails are trimmed, clean and unpolished				
Open sores, cuts or bandages on hands are completely covered while handling food				
Personal hygiene messages displayed on prominent places.				
Toilets are free from foul odors and cleaned once daily or frequently as necessary				
No smoking, spitting, tobacco chewing in preparation, service, storage washing areas				

Compiled by: _____

Signature _____

Date:

**DAILY MONITORING CHECK LIST FOR FOOD SAFETY
AND QUALITY**

S. No	Particulars	Existing System		Remarks (If any)
		Satisfactory	Needs Improvement	
A	HYGIENE OF AREAS			
1	Kitchen			
2	Store Area			
3	Wash Area			
4	Food pre-preparation Area			
5	Food Service Area			
6	Dining Hall			
B	CLEANLINESS OF UTENSILS			
C	WASTE DISPOSAL			
D	PERSONNEL HYGIENE OF EMPLOYEES			
1	Washed & Clean clothes			
2	Trimmed & Clean Nails			
3	Use of clean apron			
4	Use of clean gloves			
5	Use of head caps			
E	QUALITY OF FOOD			
1	Purchase of raw & processed food material from FSSAI registered vendors			
2	Absence of extraneous matter/worms in food			
3	<u>Packaged Material</u> - 'Expiry date'/ 'Best before'/'Use by' date			
4	<u>Quality of Non-perishables</u> : No signs of spoilage especially in perishable			
F	COMPLIANCE OF MENU			
G	FOOD PREPARTION			
1	Pre-preparation food cleanliness (Cleaning, peeling etc.,)			
2	Use of separate utensils, knives, chopping boards etc. for veg. and non-veg. foods			
3	Covering of food (pre, during and post cooking)			
H	FOOD ACCEPATABILITY			
1	Oily			
2	Spicy			
3	Taste			

Signatures with Date:

Nutritionist:.....

Mess Supervisor:

Mess Warden/Assistant Warden:

ANNEXURE – V

CHECK LIST FOR SELECTING AND PURCHASING FOOD PRODUCTS (To be filled by Mess Supervisor)

Sl. No.	Food item/s	Inspect	✓ / ✗	Inspect	✓ / ✗	Remarks (If any)
1.	Milk & milk products	Do Buy		Don't Buy		
1(A)	Milk	1.Pasteurized milk		1.Unpasteurized milk		
		2.Packaged and sealed		2.Leakage in packet seal		
		3.Date of manufacture and “best before” date not lapsed		3. Expiry date or best before date on the packet lapsed		
				4.Discolored, stringy, sour in taste or curdled, with Un natural odour		
1(B)	Paneer	1.Date of manufacture and “best before” date not lapsed		1.Expiry date or best before date on the packet lapsed		
		2.Packaged and sealed properly		2.Leakage in packet seal or puffed		
		3.Fresh & white in color		3. Slimy to touch, creamy yellowish discoloration, bad odour.		
1(C)	Curd	1.Date of manufacture and “best before” date not lapsed		1.Expiry date or best before date on the packet lapsed		
		2.Packaged and sealed properly		2.Leakage in pack teal or puffed		
		3.Fresh & white in color		3.Slimy to touch, has creamy yellowish discoloration, bad dour, open seal		
	Fruits & Vegetables	Do Buy		Don't Buy		
		1.Fresh and clean		1.Insect infested/Rotting		
		2. Unblemished		2.Blemished/ darkened/ Bruised		
		3.Right stage of maturity		3.Overripe		

		4. Smells good		4.Unpleasant odour,		
	Citrus fruits	5 Firm to touch		5.Pulpy		
		6.Juicy and succulent		6.Shriveled		
		7. Heavy for their size		7.Light for their size		
	Green leafy vegetables	8.Crisp and fresh		8.Wilted or yellow leaves		
		9.Dark color		9.Mushy texture		
		10.Smells good		10.Unpleasant odour,		
		11.Free from dust and insects.		11.Slimy, fuzzy or mould growth.		
	Roots and tuber	12.Firm to touch		12.Shriveled, soft/pulpy, green and sprouted		
	Eggs, Meat, Poultry & Fish	Do Buy		Don't Buy		
	Eggs	1.Eggs with clean and intact Shells		1.Eggs with dirty and discolored or soiled with droppings.		
				2.Eggs with cracked shells		
				3.Eggs that float on water		
				4.Broken eggs with blood spot/meats pot/foul odour		
	Meat	1.Pink flesh		1.Discoloration		
		2. Less cartilage and bone		2.more bone		
				3.Tough, Fibrous flesh		
				4.Putrid smell		
				5. Slimy appearance and touch		
	Fish	1Fish with intact gills		1.Veryfew scales left on the flesh		
		2. bright and pink in color		2.Grey or green gills		
		3. Fish with clear eyes		3.Dull, sunken eyes		
		4. Flesh that bounces back when pressed with a finger		4.Flesh on which depression remains when pressed with a finger		
				5.Foul odour		

				6.Flabby flesh that separates from the bones		
	Frozen foods & Packed food items (Sausage & Salami)	1.Packed properly		1.leakage or damaged		
		2. Clean		2.Packaging is soiled, blood spots on packet		
		3. Date of expiry has not lapsed.		3.Expiry date or best before date on the packet has lapsed		
*To be filled by (mess supervisor /nutritionist) monthly twice				Date:_____		

ANNEXURE - VI**KITCHEN & STORAGE AREAS – ASSISTANT CHEF DAILY CHECK LIST**

OUTLET:_____	DATE:	DATE:	DATE:	DATE:	DATE:	DATE:	DATE:	Remarks*
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Check all dry storage and wet storage area								
Cross check all the CCP records								
Checking all the preparation and quality before serving								
Ensure the safety & hygiene of preparation and serving area								
All chemicals and sanitizers in the dishwash are in place								
Check the expiry date of stored dry & wet food								
Check the cleanliness of utensils and equipment								
All Kitchens are provided with sanitizers bottles								
Check the personal hygiene of staff								
Monitoring the health of the mess staff								
All Kitchen hand wash stations are provided with necessary amenities including tissues								
In the production area, the kitchen garbage bins are foot operated								
All the wastes from the kitchen are disposed and garbage bins kept clean								
Check the hygiene condition of butcher area								
Ensure FIFO & FEFO are to be followed								
Any deep cleaning for next day is updated to the staff								
Housekeeping and recommendations from the past								
Verified by Chef								

Please mention issue, if any _____

*Action Taken (AT) / Action Pending (AP)

ANNEXURE - VII

FOOD SAFETY AND SANITARY INSPECTION CHECKLIST

DRY STORE ROOM				
No.	Description	Yes	No	Recommendations
1.	Store room in clean & tidy condition			
2.	Raw materials are stored on suitable racking off the floor above 6"			
3.	Raw materials are stored in closed containers & labelled			
4.	FIFI & FEFO is being observed			
5.	No loose items kept in gunny bags			
6.	No out of date raw material identified			
7.	All raw material are reputed brands with quality certification like ISI/FSSAI/AGMARK/ISO/HACCP/FPO/MMPO			
8.	All raw materials are sorted thoroughly before use			
9.	Appropriate temperature, adequate lighting & ventilation are available			
10.	No flaking, cracks, damages in store room			
VEGETABLES STORE ROOM				
1.	Vegetables are segregated & stored in racks/bins/crates			
2.	SOP's being followed for pre preparation of vegetables			
3.	Strict stock rotation is being observed			
4.	Cut vegetables are stored properly			
5.	Equipment's -chopping boards, knives, slicers etc are in good condition			
6.	Equipment are cleaned before & after use			
7.	Sinks & washing area is not obstructed			
8.	All open foods kept wrapped including vegetables in veg preparatory area /refrigerator			
9.	Refrigerator /chiller is clean & good condition			
10.	No chemical are stored in store rooms			
COOKING AREA				
1.	Treated water is used for cooking			

2.	cooking ranges, equipment & work surfaces are in good condition			
3.	Non vegetarian food prepared separately			
4.	No chipped, broken or cracked utensils / vessels used for cooking			
5.	GMP being followed to avoid cross contamination			
6.	Cleaned towels are used in food preparation area			
7.	All foods- masala, vegetables, Cooked food are covered			
8.	Oil/rice stainers, cooking ladle is in good condition.			
9.	Used oil shall not be reused			
10.	Exhaust system are cleaned & maintained			
11.	Safety measures followed while lit the gas range			
12.	Kitchen floor, drain is clean & tidy			
13.	Masala trays being handled properly			
14.	Adequate lighting provided			
15.	No signs of pest activity in area			
16.	Grinding area is clean & tidy			
17.	SOP is being followed in coconut grating			
18.	Grinder, pulverizer & scrappers are in good condition			
19.	Grinder, pulverizer & scrappers are cleaned before & after use			

FOOD DISPATCH AREA

1.	All cooked food are covered where possible			
2.	No bare hands used for handling cooked food			
3.	No food particle spillage found dispatch area			
4.	Stainless steel containers are used to carry cooked food			
5.	All food containers properly covered & wrapped			
6.	Pest-o -flash is operational & clean			
7.	Containers are dried before piping out the food from cooking vessel			
8.	Containers are handled properly while loading food			

FOOD QUALITY

1.	Consistent food quality is maintained			
2.	Menu is no monotonous			
3.	Weekly menu shared			
4.	Effective response on feedback quality			
5.	No complaints in this week			

POT WASH AREA

1.	Adequate water & lighting is provided			
2.	No cracks, damages in the floor			
3.	Trapped drain gullies provided			
4.	Method of cleaning & handling of chemical is appropriate to ensure no contamination of food occurs			
5.	Segregation of dry & wet waste is being observed			
6.	Adequate racks are provided to stack washed vessels			

HYGIENE & SANITATION

1.	Staff rest room is clean			
2.	Hand wash basin is provided			
3.	Wet garbage is stored away from food area			
4.	water storage tanks are clean			
5.	Adequate dust bins with lid are provided in all area			
6.	Adequate pest-o-flash is in place			
7.	Every fortnight pest control is done			
8.	Rat trap , glue pad, gelling is done			
9.	No active infestation noted			
10.	Air curtain/screen/vertical blinds are used to avoid entry of dust & flies			

PERSONAL HYGIENE

1.	Good personal hygiene practice being followed			
2.	No staff found with illness			
3.	Staff not fondling hair, picking nose, ears, scratching, etc			
4.	Proper uniform &PPE is worn in kitchen as well as service area			
5.	Soap provided at all hand basin			
6.	Do staff wash their hands properly			
7.	Do all staffs are well groomed with proper uniform & personal hygiene is followed			
8.	Finger nails are short, unpolished & clean			
9.	Only approved jewelry worn- wedding ring, brass bangles			
10.	Open sores, cuts, splints& bandages on hands are completely covered while handling food			

AMENITIES

1.	First aid box in place			
2.	No out of date medicine in first aid box			
3.	Fire extinguisher is in place & refilled periodically			

Inspected by

Noted by

4.	RO plants is maintained good condition with periodic service			
5.	Power backup facility -DG, UPS etc ... available			
6.	No loose fittings, nuts, bolts, screws, drawing pins, etc seen above food preparation areas			
7.	Notice board is provided & positioned not near food preparation area			

FOOD & GENERAL SAFETY

1.	Periodic food test done & displayed			
2.	No cracks are found in general area			
3.	Gas cylinders kept out side the cooking area			
4.	Adequate training given to food handling staff			
5.	Good hygiene signages in place			
6.	Closed vehicle is used for transportation			
7.	No signs of pest activity in food transport vehicle			
8.	No unused items are stored near food preparation area			
9.	Garbage cans are emptied as necessary			

DOCUMENTS

1.	Food premises registration document available			
2.	All license are renewed & displayed			
3.	Page agreement is available & timely renewed			
4.	Pest Control work card is maintained			
5.	RO service report is available			

Name :	Name :
Signature :	Signature :
Designation :	Designation :
Date and Time :	Date and Time :

KITCHEN CHECKLIST

DATE-						
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S. N O	OBSERVATION POINT	EXCELL ENT	GO OD	AVER AGE	PO OR	REMA RK
1	PERSONAL GROOMING					
a)	HAIR					
b)	NAIL					
c)	SHAVE					
d)	SHOES					
e)	APPRON					
f)	SHOWER CAP					
g)	GLOVES					
2	KITCHEN CHECK LIST					
a)	FLOOR CLEANING					
b)	DRAINAGE AREA					
c)	POTWASH AREA					
d)	EQUIPMENT CLEANING					
e)	DINING AREA CLEANING					
i)	DEEP FREEZER					
j)	FREEZER CLEANING					
3	FOOD QUALITY					
f)	BREAKFAST					
g)	LUNCH					
h)	DINNER					
Checke d by:-						
Name	_____					
Designa tion	_____					

Mess Committee

Main intention of Mess committee is to provide good quality food, and no compromises are made on that part. It decides menu for breakfast, lunch, snacks and dinner on monthly basis.

Mess committee is a representative structure through which students can participate in the Mess and dinning related activities partnership with Institute Management and Staff for the benefit of the Institute and its students.

The Role of the Mess Committee

The mess committee shall be responsible for ensuring smooth & timely operation of the mess and also verify the quality of food being served in the mess. The mess supervisor shall ensure that the menu proposed by the mess committee is strictly followed and any exception has to be approved by the mess warden.

Key functions of Mess Committee

- Acts as a bridge between the administration, caterers, hostel authorities on one side and the students on the other.
- Facilitates the grievance redressal of students and communicates the same to the concerned authorities.
- Keeps a check on the daily issues regarding the mess facilities, etc.

General Guidelines for Mess (Students)

1. Menu will be displayed on the notice board. Changes can be made by the mess committee. Important notices will also be displayed on the notice board.
2. The mess timings are as follows and the students should strictly adhere to these timings:

Meals	All Week days
Morning Tea & Snacks	
Breakfast	
Lunch	
Evening Tea & Snacks	
Dinner	

3. The system of self service will be followed in the mess.
4. The quantity of food will be unlimited except in the case of special items. List of limited quantity food may be amended at any time.

5. Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
6. Students on no account whatsoever will be permitted to take any food item outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc. to their rooms.
7. No food will be served in the rooms of the hostel for any student unless a certificate is produced from the Institute Medical Officer to the effect that the students' condition requires the food to be served in their rooms. Mess committee is authorized for making arrangements.
8. No diner shall waste food. Paying mess fees does not entitle a diner to waste food.
9. Every diner shall try to maintain the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners.
10. After having food, diners shall leave the cup, plate, waste food etc. in the designated bins.
11. Diners shall avoid interacting with the mess staff, in case of any problem they will first contact to Mess supervisor then Institute Mess warden.
12. Any complaint will be reported to Mess supervisor first, if not resolved at that level then Mess warden may be contacted and/or complaint may be registered in the Complaint Register. If no step is taken, in this case, Institute authorities may be contacted in the following chronological order: Report to mess warden, if not resolved by them then report to Dean (Students).
13. Students are advised to strictly adhere to these guidelines/rules. Any breach of these rules will invite action by the Institute.
14. No guest will be entertained in the mess for more than 9 meals/maximum three days in a month with prior permission from mess warden on payment basis.
15. The guest rate for the Institute mess will be decided by the Institute authority and are subject to revision from time to time.
16. Carrying of utensils (plate, glass, spoons, etc.) is prohibited from the mess. It is only allowed to the sick residents (s) with written permission by the warden and such persons should be responsible for bringing back the same.

17. Take pride in your appearance. To be treated as a professional, dress like one. Clothing should be clean, neat and suitable for the occasion. Activity dress only permitted during breakfast.

The Institute reserves the right to change these rules as and when required keeping the students informed through email/general circulars displayed on the mess notice boards.