

University of Mumbai



No. Aff./ICC/ (2019-20)/26 / of 2019

C I R C U L A R

Sub:- Responsibility of School & College Administration for making wholesome, nutritious, safe and hygienic food available to the Children of your School/ college.

Ref:- Letter No. FSSA/SCHLETTER/2568/5/19 dated 22nd May, 2019 from Office of the Joint Commissioner (Gr. Mumbai) Food and Drug Administration, M. S.

The Principals/Directors of all affiliated/ Recognised Colleges/ Institutions are hereby informed that the Food is the most critical component of every living being. The good food habits and "Eating Right" takes the individual in long way to build a Healthy Commune and Society, by reducing the syndromes of food borne diseases also by controlling under- nutrition epidemic, obesity incidence and non communicable diseases (copy enclosed)

It is observed that increasing availability and trend of eating readily available junk foods which contains High Fat, High Sugar, High Salt (HFSS) regular consumption of such HFSS food may leads to various health problem in adolescent age group.

It is vital to inculcate good food habits, upkeep of physical fitness and disciplined healthy lifestyle in the children right from college time. It is important to equally focus on health of children with the utmost care of the type and quality of the food provided to them. So it is necessary that, food providers, Chefs and parents work together for safe and healthier food choices and availability. It is recommended to prefer home-made foods of food in compliance with attached guidelines and avoid replacing meals with snack foods and also limit consumption of sugar and processed foods which provide only (empty) calories.

The Principals/Directors of all affiliated/ Recognised Colleges/ Institutions are hereby requested to Kindly do the needful in the above matter.

Mumbai-400 032
05th December, 2019


(Dr. Ajay Deshmukh)
REGISTRAR

To,
The Principals/Directors of all affiliated/ Recognised Colleges/Institutions.



No. / FSSAI / SCHLETTR / 2568 / 5 / 19
Office of the Joint Commissioner (Gr. Mumbai)
Food and Drug Administration, M.S.
Survey No. 341, Bandra-Kurla Complex
Mumbai-51
Date - 22/05/2019

To,
The Principal,

Sub: Responsibility of School & College Administration for making wholesome, nutritious, safe and hygienic food available to the Children of your School/college.

Dear Sir/Madam,

Food is the most critical component of every living being. The good food habits and 'Eating Right' takes the individual in long way to build a Healthy Commune and Society, by reducing the syndromes of food borne diseases also by controlling under-nutrition epidemic, obesity incidences and non-communicable diseases.

It is observed that due to increased availability and trend of eating readily available junk foods which contains High Fat, High Sugar, High Salt (HFSS), regular consumption of such HFSS food may leads to various health problem in adolescent age group. Therefore, along with the comprehensive academic curricular, it is vital to inculcate good food habits, upkeep of physical fitness and disciplined healthy lifestyle in the children right from their school/college time.

In this perspective it is important to equally focus on health of children with the utmost care of the type and quality of the food provided to them. In this endeavor it is necessary that school/college authorities including Principals / Head Teachers & other stakeholders -food providers, Chefs and parents work together for safe and healthier food choices and availability. It is recommended to prefer home-made foods or food in compliance with attached guidelines and avoid replacing meals with snack foods and also limit consumption of sugar and processed foods which provide only (empty) calories.

It is to be noted that canteens in the school/college should not be treated as commercial outlets. They carry a social responsibility towards inculcating healthy eating behaviors among children. They can be used to motivate children

to consume healthy and hygienic food. Hence in order to encourage and foster the Healthy diet program, FDA has come up with the standard guidelines to be followed by the school/college authorities to ensure availability of wholesome, nutritious, safe and hygienic food to the students of your school/college. These attached guidelines are based on guidelines which are prepared by an Expert group constituted by FSSAI under the direction of Hon'ble High court of Delhi.

The detailed guidelines to be implemented and adhered across your school/college are enclosed herewith this letter and few salient features are mentioned hereunder:

Broadly, the guidelines are segregated in two parts:

- Part-I: Guidelines for making available Wholesome and Nutritious Food to school/college children;
- Part-II: Guidelines on Food Safety, Hygiene and Sanitation for Food available in school/college canteens

Part-I:

1. A 'School/college Health Team' or similar unit comprising Teachers, Parents, students and school/college canteen operator should be constituted to coordinate, implement and monitor the checklist.
2. School/college to develop a Canteen Policy to provide Nutritious, Wholesome and Healthy Food based on the attached guidelines. Canteens in the school/college carry a social responsibility towards inculcating healthy eating behaviors among children and so any commercialization of these canteens should be restricted.
3. Well-structured informative workshop for children on balanced diet and its health impact should be conducted by school/college authorities in school/college at least once during an academic year.
4. Any food that is being made available to the school/college children should be preferably home-made food or food in compliance with attached guidelines. In case child is opting for home-made food and it is not as per the guidelines, then the school/college health team to counsel the parents about these guidelines and ask them to modify the food provided from home accordingly.
5. Only Wholesome and Nutritious Food need to be promoted and the availability of HFSS food (like Chips, fried foods, ready to eat noodles, pizzas, burgers, potato fries, sugar sweetened carbonated and non-carbonated beverages etc.) to be restricted / limited in the school/college campus and nearby areas of 50 meters. However it is preferable that such HFSS foods are not made available to children in your school/college. The specific criterion to identify HFSS foods, mentioned in the enclosed guidelines to be followed.

6. The school/college management must ensure regulation on non standardized deep fried foods such as Samosa, Chana bhatura, etc. through their canteen policies that promote healthy, wholesome and nutritious food items.
7. Its advisable that for better understanding the concept of colour (Green, Yellow and Red) coding should be followed for food categorization in your school/college. Also school/college administration to ensure that 80% of food available should be of Green Category. Menu should be devised in such a way that the dishes/items are of the liking of the children and are also compliant of the guidelines.
8. It is advisable that the class teacher of concern class monitors and regulates the children regarding consumption of HFSS food.
9. It is suggested that awareness programs could be undertaken through effective tools such as posters and well organized events are conducted in your school/college during an academic year.
10. It is advisable that Physical activities sessions through yoga, Team sports, exercises, should be encouraged and carried out regularly with school/college children age, gender and body constitution.

Part II:

1. The environment of Food safety, Hygiene and sanitation conditions should be complied at school/college canteen location and facilities.
2. All the equipment and Utensils for food preparation and storage should of non-corrosive material and must be cleaned and disinfected thoroughly.
3. The storage of raw materials, ingredients and food should be done at the required temperatures/ refrigerated conditions and the required facility should be available for same.
4. All Raw materials and ingredients should be regularly inspected by school/college health team for hygiene and quality before use in canteens.
5. Ample water supply of clean/filtered and portable drinking water should be available.
6. The Canteen staff should keep proper hygiene and cleanliness and protective uniform.
7. The serving utensils plates, spoons bowls, glasses should be properly washed and cleaned, there are to be periodically examined by the school/college health teams.
8. Pest control should be carried out periodically.
9. Waste management should be done in appropriate manner ensuring no spillage across premises.
10. Periodic inspection of Canteen facility/Catering/Food Provisioned should be carried out by the school/college Health Team for adherence to these guidelines & checklist. Also for same proper record to be maintained for

such inspections, which would be under proper supervision of the Principal/Headmaster etc.

The below is the list of checklist provided under Part 2 of the document, which must be adhered to.

- Checklist for Utensils and Other Equipment
- Checklist for Raw Materials Management
- Checklist for Water and Salads
- Checklist for Handling of Cooked Food
- Checklist for Monitoring and Controls

Please note that the points outlined above are the brief summary for your quick glance. The detailed guidelines are enclosed and required to be implemented in totality. The guidelines are also available on our website URL: <http://www.fda.maharashtra.gov.in/Guidelines.pdf>.

The planning for guidelines as per point 4 of Part I, implementation should be carried out latest by the end of November 2019. The brief chart of activities/reporting during this period is as under:

S. No	Month	Activity
1.	May'2019	Issuance of this Letter
2	June-July' 2019	<ul style="list-style-type: none">• Formation of school/college Health team as per Part I point 1 of this Letter• Teams to work on modifications of the menu as per guidelines enclosed with this letters.• Part I & Part II guidelines implementation planning to be complete with proper plan for implementation in place before July' 2019• Asst. Commissioners /Food Safety Officers/ Health Coordinators to do First visit at the designated school/college and do review plan & provide guidance accordingly.
3.	August - September' 2019	<ul style="list-style-type: none">• Implementation of this menu in the food that is made available at school/college.• Asst. Commissioners /Food Safety Officers/ Health Coordinators to do Second visit at the designated school/college and do review progress of implementation as per plan accordingly.

4. October- November* 2019
 - School/College Health Team/Principal/Headmaster to organize the workshop of students, parents, teachers on the guidelines.
 - Asst. Commissioners /Food Safety Officers/ Health Coordinators to do Third visit at the designated school/college and do review progress of implementation as per plan accordingly.
- 5 December* 2019
 - On Successful Implementation of the guidelines by November* 2019, issuance of letter / certificate for achievement of compliance by FDA.
 - In case of Non Compliance issuance of show cause letter, along with penalty and action to be taken accordingly
6. Post Implementation
 - School/college to ensure the compliance and maintain the regular checklist. Preferably on weekly basis the checklist to be complied and record to be maintained.
 - Every 6 month compulsory review visit by Asst. Commissioners /Food Safety Officers/ Health Coordinators to review the compliance and checklist maintenance.
 - Any Surprise visit might also be done to review the compliance and checklist maintenance

**Above number of visit by designated officers is just for indicative purpose it may be more if required.*

Implementation of these guidelines to be commenced from beginning of 2019-20 academic Year and thereafter it should be well monitored and regulated under the overall supervision of Principal/ Head Master / Health Team.

In addition it is advisable that the school/college administration should conduct the workshop for parents and children in school/college itself to make them aware of these guidelines.

Also FDA is planning to conduct an interactive workshop /event for the discussion of implementation of these guidelines during April, 2019. The venue and date for the workshop/event will be communicated through respective FDA offices.

List of Contact person from FDA Office is as under:

S. No	Name	Designation	Division/ Jurisdiction	Office Address	Telephone
1.	Shri.C.B. Pawar	Joint Commissioner (Food)	HQ- Entire MH State	Office of Joint Commissioner (HQ- MS), 2 nd Floor , Food and Drug Administration (MS), Survey No. 341, 2nd Floor, Bandra Kurla Complex Opposite Reserve Bank Of India, Bandra East, Mumbai, Maharashtra 400051	9096179264
2.	Shri.S.P. Adhav	Joint Commissioner (Food)	Greater Mumbai	Office of Joint Commissioner (Greater Mumbai, Division), 3 rd Floor , Food and Drug Administration (MS), Survey No. 341, 2nd Floor, Bandra Kurla Complex Opposite Reserve Bank Of India, Bandra East, Mumbai, Maharashtra 400051	9175939393
3.	Shri.S.S. Desai	Joint Commissioner (Food)	Thane	Office of Joint Commissioner (Konkan Division), Food and Drug Administration (MS), Vardan, MIDC Building, Ground Floor, Road No. 16, Wagale Industrial Estate, Thane(W)- 400604	9822752882

4.	Shri.S.S. Deshmukh	Joint Commissioner (Food)	Pune	Office of Joint Commissioner (Pune Division), Food and Drug Administration (MS), Survey No. 151/152, 5th floor, Maharaja Sayajirao Gaikwad Udhog Bhavan, Breman Chowk, Aundh, Pune - 411007 Office of Joint Commissioner (Nashik Division), Food and Drug Administration (MS), 5 th Floor Udyog Bhavan, Satpur, ITI Chowk, Nashik- 422007	7715817784
5.	Shri.C.D. Salunke	Joint Commissioner (Food)	Nashik		9422169323
6.	Shri.U.S. Vanjari	Joint Commissioner (Food)	Aurangabad	Office of Joint Commissioner (Aurangabad Division), Food and Drug Administration (MS), Aurangabad Nath Market, 2 nd Floor, Aurangabad- 431001 Office of Joint Commissioner (Amravati Division), Food and Drug Administration (MS), Jawade Compound, Mal Tekadi Road, Near S.T. Colony, Amravati-444602	7045519980
7.	Shri.S.G. Annapure	Joint Commissioner (Food)	Amravati		9167307329
8.	Shri.S.R. Kekare	Joint Commissioner (Food)	Nagpur	Office of Joint Commissioner (Nagpur Division),	9028999444

Food and Drug
Administration
(MS), Administrative
Bldg. No. 2, B
Wing, 5th Floor, Civil
Lines, Nagpur-
440001

For further guidance the Principal, Head Masters , Teachers, School/college Health Team ,etc may contact their respective Joint Commissioner office as listed above.

It is clarified that the FDA is aiming at modifying the food menu as per the guidelines to ensure healthy items are made available to students, we are not asking for any change in your contractor/person providing food in any manner whatsoever. School/college are free to choose their contractors/persons to provide food. This letter is issued after prior approval of Government.

School/college Authorities please note that as per Food Safety & Standards Act 2006 , Section 31, it is mandatory that all the food business operator in your school/college premises should have legitimate registration or license issued by FDA/FSSAI. The same can be checked from our portal www.fssai.gov.in. If any food operator in your school/college is not registered or doesn't have license so far then they must apply for the same immediately. Food Business operators /providers doing business of food without license are liable to be punished u/s 63.



Thanks & Regards,

(Shri. S. P. Adhav)
Joint Commissioner (Gr. Mumbai)
Food & Drug Administration,
Maharashtra State.

Enclosure:

- Annexure 1- FSSAI/FDA Guidelines Part -I
- Annexure 2- FSSAI/FDA Guidelines Part -II
- Annexure 3- FSSAI/FDA Checklists