# ETHICAL & SUSTAINABLE FOOD SOURCING POLICY

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| **Date Created** | 20 July 2022 | **Approved By** | Board of Management |
| **Last Reviewed** | 04 June 2025 | **Next Review Due** | June 2028 |
| **Version** | 1.0 | **Owner** | Office of the Registrar / IQAC |

## 1. Preamble

P P Savani University operates hostel mess facilities, canteens and cafeterias serving several thousand meals daily. This policy sets out the principles governing how food served on campus is sourced, with attention to local and seasonal supply, food safety, and reduction of the environmental footprint associated with catering operations.

## 2. Objectives

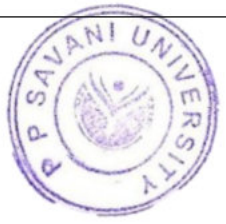
- To prioritise local, seasonal sourcing for campus catering wherever feasible.
- To uphold food-safety and hygiene standards across all campus food-service outlets.
- To reduce the environmental footprint of catering operations, including food waste.
- To ensure catering contracts require ethical and traceable sourcing practices.

## 3. Scope

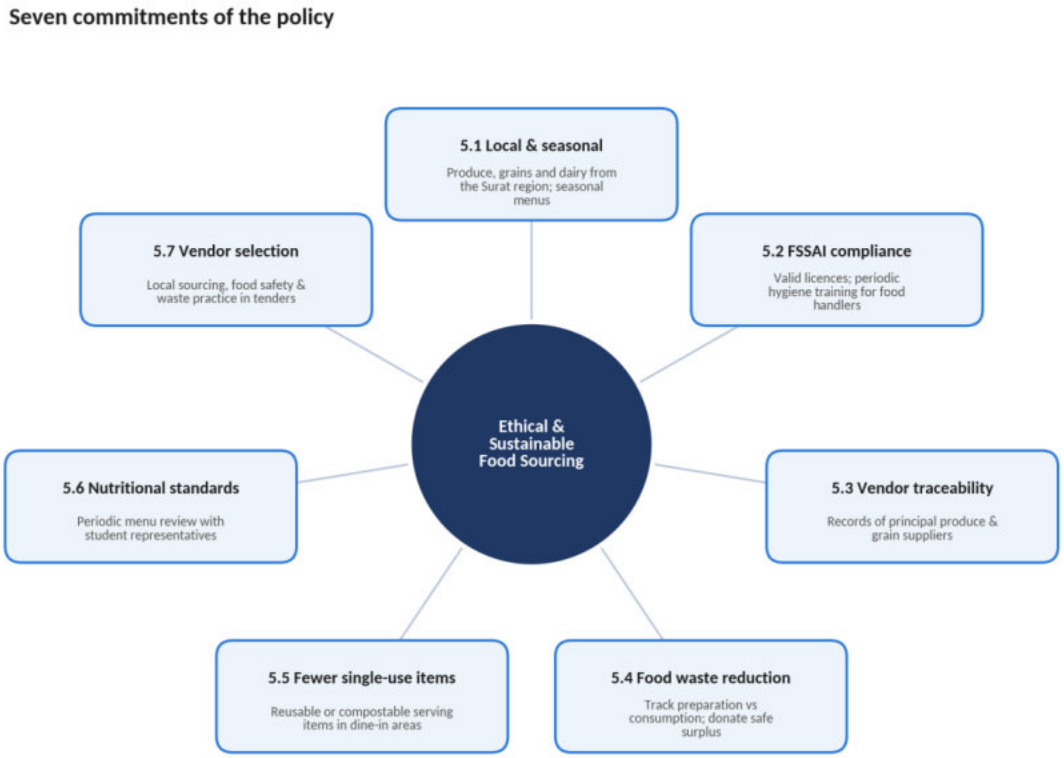
This policy applies to all hostel mess facilities, canteens, cafeterias and catering arrangements operated on campus, whether managed directly or through outsourced catering contractors.

## 4. Definitions

| Term | Definition |
|---|---|
| **Local Sourcing** | Procurement of food produce from suppliers and farms within a reasonable radius of the Surat-Kosamba region, reducing transport-related emissions. |
| **Food Safety Standards** | Hygiene and handling standards prescribed under the Food Safety and Standards Act, 2006, and associated regulations of the FSSAI. |
| **Food Waste** | Edible food that is prepared but not consumed and is discarded from mess and canteen operations. |



## 5. Policy Statement




***The seven commitments of the Ethical & Sustainable Food Sourcing Policy***

### 5.1 Local and Seasonal Sourcing

Catering contractors shall be required, wherever quality and cost permit, to source fresh produce, grains and dairy from suppliers within the Surat region and to design menus around seasonally available produce.

### 5.2 FSSAI Compliance

All mess and canteen operations on campus shall hold valid FSSAI licensing, and food-handling staff shall undergo periodic hygiene training as required under applicable food-safety regulation.

### 5.3 Vendor Traceability

Catering contracts shall require contractors to maintain records of their principal produce and grain suppliers, available for inspection by the University's mess committee, to support traceability of sourcing.

### 5.4 Food Waste Reduction

Mess facilities shall track daily food preparation versus consumption to reduce over-preparation, and surplus edible food, where safe and hygienic to do so, shall be routed to an approved food-donation partner rather than discarded.

### 5.5 Reduction of Single-Use Serving Items

Catering outlets shall minimise use of single-use plastic plates, cups and cutlery in dine-in settings, in line with the University's Reduce Disposable Items Policy, using reusable or compostable alternatives where feasible.

### 5.6 Nutritional Standards

Mess menus shall be reviewed periodically by a mess committee including student representatives, to ensure nutritional balance and to accommodate dietary requirements including vegetarian and religious dietary preferences prevalent on campus.

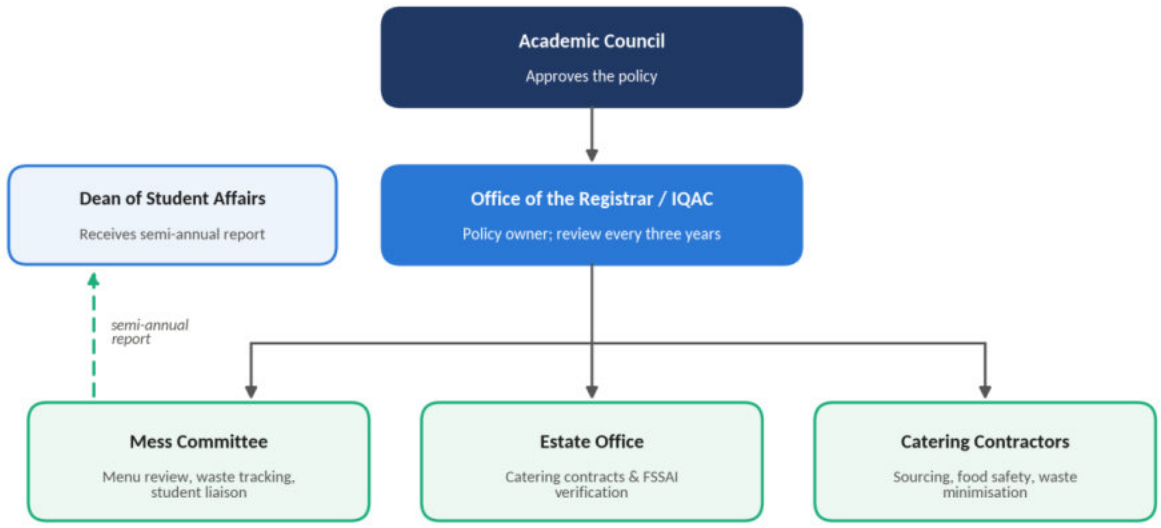
### 5.7 Vendor Selection Criteria

Catering contract tenders shall include local-sourcing capability, food-safety compliance record, and waste-management practice as evaluation criteria, alongside cost and service quality.

## 6. Roles & Responsibilities

| Role | Responsibility |
|---|---|
| **Mess Committee** | Menu review, waste tracking, and student liaison. |
| **Estate Office** | Catering contract administration and FSSAI compliance verification. |
| **Catering Contractors** | Day-to-day sourcing, food-safety compliance, and waste-minimisation practice. |

Who does what: governance of the policy



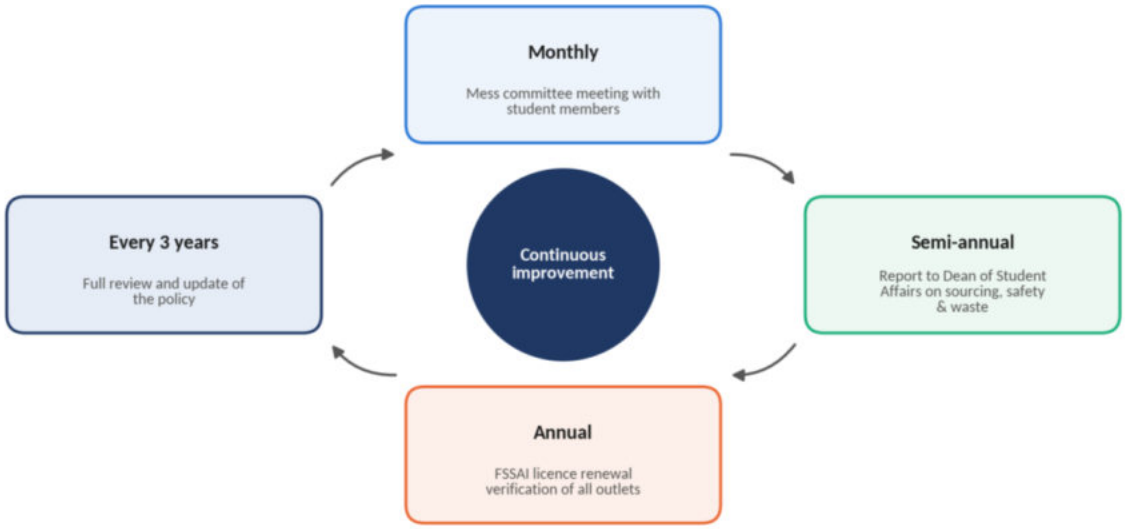

*Governance of the policy*

## 7. Implementation Measures

| Measure | Frequency | Led by |
|---|---|---|
| FSSAI licence renewal verification for all campus food outlets | Annual | Estate Office |
| Mess committee meeting including student representation | Monthly | Mess Committee |
| Food-donation partnership for safe surplus food, where feasible | Ongoing | Mess Committee |
| Phased replacement of single-use serving items in dine-in areas | Phased | Catering Contractors |

## 8. Monitoring & Review

The Mess Committee shall report semi-annually to the Dean of Student Affairs on sourcing practice, food-safety compliance and waste-reduction progress. This policy shall be reviewed every three years.




***Monitoring and review cycle***

## 9. Grievance Redressal

Complaints regarding food quality, hygiene or sourcing practice may be raised with the Mess Committee or through the grievance portal.

**Dr Sateesh Biradar**
**The Registrar**
**P P Savani University, Surat.**

Registrar
P P Savani University

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