



TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)

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Ref. No :	TMU/R.O./2026-27/ADM/042	Date:	07.10.2026
SOP No :	40.0	Issued By:	Joint Registrar
Total Pages :	05	Approved By:	Vice Chancellor

Standard Operating Procedure (SoP)

Food Waste Reduction

1. Purpose

Teerthanker Mahaveer University (TMU) is committed to minimizing food waste, promoting responsible food consumption, conserving natural resources, and ensuring the sustainable management and utilization of surplus food. These guidelines establish a systematic framework for preventing, monitoring, reducing, and responsibly utilizing food waste generated across the University campus.

2. Objectives

The Food Waste Reduction SoP aims to:

- Minimize food wastage at the source through efficient planning and procurement.
- Ensure that food is prepared in accordance with actual and anticipated requirements.
- Promote responsible food consumption among students, faculty, staff, and other members of the University community.
- Reduce plate waste through awareness and appropriate serving practices.
- Ensure hygienic handling, storage, and preservation of surplus food.
- Facilitate the appropriate utilization of unavoidable food waste.
- Monitor and document food waste generation and reduction measures.

3. Scope

The SoP/guidelines shall apply to all food-related activities and facilities operating within the University campus, including:

- Hostels and mess facilities
- Canteens and cafeterias
- Food courts and refreshment outlets
- University events, conferences, seminars, and functions
- Catering services
- Kitchens and food preparation areas
- Food procurement, storage, distribution, and serving areas

4. Food Requirement Assessment and Planning

1. The University shall adopt a systematic mechanism for assessing food requirements based on the number of students, faculty, staff, guests, and other beneficiaries.
2. Food requirements shall be planned considering historical consumption patterns, meal preferences, seasonal variations, summer and winter vacations and expected attendance on the days of certain holidays such as Deepawali, Holi etc.
3. Where applicable, students shall indicate or subscribe to food services according to their preferences before joining the University.
4. Catering and mess operators shall periodically review consumption data to improve the accuracy of food requirement estimates.

5. Over-preparation of food shall be avoided through appropriate planning and portion management.
6. Food requests from students submitted and monitored through an in-house mobile application.

5. Responsible Procurement

1. Food materials shall be procured from reliable and approved suppliers.
2. Suppliers shall be encouraged to follow appropriate food safety, hygiene, and quality standards.
3. Procurement shall be aligned with actual consumption requirements to minimize surplus inventory.
4. The **First-In, First-Out (FIFO)** principle shall be followed for the systematic utilization of stored food materials.
5. Appropriate inventory records shall be maintained to prevent deterioration and expiry of food materials.
6. Preference may be given, wherever feasible, to locally available and seasonal food products to support sustainable procurement.

6. Hygienic Storage and Food Preservation

1. Raw materials shall be stored under appropriate temperature and hygienic conditions.
2. Refrigeration and freezer facilities shall be used appropriately for perishable food items.
3. Surplus raw and processed food that is safe for future consumption shall be preserved under suitable conditions and utilized efficiently.
4. Expired, spoiled, contaminated, or otherwise unsafe food shall not be reused or served.
5. Storage areas shall be inspected regularly to ensure cleanliness, proper segregation, and appropriate temperature control.
6. Food storage and preservation practices shall comply with applicable food safety and hygiene requirements.

7. Food Preparation and Portion Management

1. Food shall be prepared in quantities based on assessed requirements and expected consumption.
2. Kitchen and catering staff shall be encouraged to adopt portion-control practices.
3. Menu planning shall consider food preferences and consumption patterns to minimize uneaten food.
4. Preparation quantities shall be adjusted periodically based on recorded food consumption and waste data.
5. Reusable and appropriate measuring practices may be adopted to maintain consistency in food preparation.
6. Food testing by designated staff to deliver high quality food.

8. Student Awareness and Responsible Consumption

1. The University shall regularly create awareness among students and other stakeholders regarding responsible food consumption.
2. Signage and awareness messages shall be displayed prominently in dining and food-serving areas.
3. Students shall be encouraged to **serve themselves according to their appetite** and take additional portions only when required.
4. Awareness campaigns, orientation programmes, posters, digital communication, and other suitable initiatives may be used to promote responsible consumption.
5. Students and other food-service users shall be encouraged to avoid unnecessary wastage of food.

9. Monitoring and Collection of Food Waste

1. Designated food-waste collection bins shall be strategically placed at appropriate locations.
2. Suitable-capacity bins, including **high capacity bins where required**, may be provided for the collection and monitoring of food waste.

3. Food waste shall be collected & segregated from other categories of waste wherever feasible.
4. Food waste generation shall be periodically monitored and recorded.
5. The quantity and source of food waste may be documented to identify areas requiring corrective action.
6. Appropriate measures shall be taken to prevent spillage, odour, pest infestation, and unhygienic conditions around food-waste collection points.

10. Utilization of Surplus and Leftover Food

1. Safe and hygienically handled surplus food suitable for human consumption should be prioritized for appropriate reuse or redistribution, subject to applicable food-safety requirements.
2. Unavoidable food waste that is not suitable for human consumption shall be appropriately utilized through approved sustainable practices.
3. Where appropriate and safe, leftover food may be repurposed as animal feed for designated animals, such as those maintained in nearby **Piggeries farms/Cowsheds/Cow shelters**, subject to applicable animal-health and food-safety requirements.
4. Food waste may also be directed towards suitable organic waste treatment or resource-recovery processes available on campus such as composting & Biogas.
5. Food waste shall not be disposed of in a manner that causes environmental pollution or creates public-health risks.

11. Food Waste Reduction at University Events

1. Event organizers shall estimate the number of expected participants before finalizing catering requirements.
2. Catering quantities shall be planned based on confirmed or reasonably estimated attendance.
3. Food-service providers shall be instructed to minimize overproduction and unnecessary wastage.
4. Buffet arrangements should facilitate appropriate portioning and replenishment based on actual consumption.
5. Where feasible, safe surplus food from events should be appropriately utilized or redistributed in accordance with food-safety requirements.
6. Food waste generated during major events may be separately quantified for institutional monitoring.

12. Roles and Responsibilities

12.1 University Administration

The University Administration shall provide overall direction and support for the implementation of these guidelines.

12.2 Food Services/Mess/Canteen Operators

Food-service providers shall:

- Follow approved food procurement and storage practices.
- Prepare food according to assessed requirements.
- Maintain appropriate hygiene and food-safety standards.
- Minimize overproduction and avoidable wastage.
- Maintain relevant food inventory and waste records.
- Cooperate with periodic inspections and monitoring.

12.3 Designated Internal Agency/Committee

Each hostel/canteen/food outlet shall nominate a food waste reduction coordinator. A competent internal agency or designated committee shall:

- Conduct periodic inspections of food-service and waste-management practices.
- Review compliance with these guidelines.
- Monitor food-waste generation and reduction measures.
- Identify areas for improvement.
- Recommend corrective and preventive actions.
- Submit periodic observations/reports to the appropriate University authority.

12.4 Students, Faculty and Staff

All members of the University community shall:

- Consume food responsibly.
- Avoid taking more food than required.
- Follow instructions displayed in dining areas.
- Support food-waste reduction initiatives.
- Cooperate with the University's food-waste monitoring and awareness programmes.

13. Monitoring, Documentation and Reporting

The University shall maintain a central dashboard to maintain appropriate records, showing the following:

- Number of food-service users/beneficiaries.
- Food procurement and consumption data.
- Quantity of food prepared.
- Quantity of surplus food.
- Quantity of food waste generated.
- Quantity of food waste utilized/recovered.
- Food-waste reduction initiatives undertaken.
- Awareness programmes and communication activities.
- Inspection and compliance reports.

The data may be periodically analyzed to identify trends and establish measurable targets for reducing food waste.

14. Audit and Compliance

1. Regular inspections shall be undertaken by the designated internal agency to assess compliance with these guidelines.
2. Observations identified during inspections shall be documented along with appropriate corrective measures.
3. Repeated instances of avoidable food wastage shall be reviewed and suitable preventive measures shall be recommended.
4. Food-service providers and concerned departments shall cooperate fully with inspection and monitoring activities.

15. Awareness and Capacity Building

The University shall periodically organize awareness and sensitization activities on:

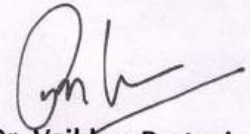
- Responsible food consumption
- Prevention of plate waste
- Sustainable food practices
- Food storage and preservation

- Hygiene and food safety
- Food-waste segregation and utilization
- Environmental impacts of food wastage

Orientation programmes for newly admitted students may include appropriate information on responsible food consumption and food-waste reduction.

16. Review of SoP

This policy shall be reviewed periodically to ensure relevance, effectiveness, and alignment with evolving academic standards and institutional objectives.



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