



Office Order

The Competent Authority has been pleased to accord approval for constitution of a Committee comprising of the following, to formulate a policy of food waste management for the University of Poonch Rawalakot, its affiliated colleges, Degree colleges, and Schools in the local region. The policy development committee will be responsible for drafting and presenting the revised policy for approval by the authorized body:

- | | |
|---|-------------------|
| 1. Prof. Dr. Imtiaz Hussain,
Dean, Faculty of Management, Humanities & Social Sciences | Convener |
| 2. Prof. Dr. Imran Hayat
Department of Food Science & Technology | Member |
| 3. Mr. Sardar Sohail Azam
Commissioner Poonch | External Expert |
| 4. Mr. Imtiaz Hussain Lal
District Food Controller | External Expert |
| 5. Mr. Muhammad Iqbal
Assistant Food Safety Officer | External Expert |
| 6. Dr. Hammad Riaz
Assistant Professor, Department of Business Administration | Member |
| 7. Ms. Saneela Saleem
Lecturer, Department of Food Sciences & Technology | Member |
| 8. Dr. Saima Rafique
Assistant Professor, Department of Food Sciences & Technology | Member/ Secretary |

The committee will explore:

- Clearly define the scope of the policy and provide a comprehensive definition of food waste.
- Clearly outline the objectives of the food waste management policy, such as reducing food waste, promoting responsible consumption, and minimizing environmental impact.
- Ensure that the policy aligns with local, national, and international regulations related to food safety and waste management.
- Clearly define the roles and responsibilities of individuals and departments involved in the various stages of food procurement, preparation, consumption, and waste disposal.
- Identify and recommend strategies for preventing food waste at the source, including efficient inventory management, portion control, and menu planning.
- Specify procedures for the separation of food waste from other types of waste and establish guidelines for recycling or composting organic waste.
- Develop mechanisms for monitoring food waste generation, collection, and disposal, and establish a reporting system for regular updates on food waste management practices.



UNIVERSITY OF POONCH RAWALAKOT

Office of the Registrar

Phone No. 0092-5824-960053, Fax No. 0092-5824-960052, Email: registrar@upr.edu.pk, URL: www.upr.edu.pk

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- Implement training programs and awareness campaigns for staff and stakeholders to promote understanding and adherence to food waste reduction practices.
- Define key performance indicators (KPIs) to measure the success of the food waste management policy, such as reduction percentages and cost savings.
- Establish a framework for continuous improvement, including periodic reviews of the policy and the incorporation of best practices and innovations.
- Explore potential partnerships with external organizations or initiatives focused on food waste reduction and sustainability.

The committee will submit its report on or before May 17, 2022.

ASSISTANT REGISTRAR

No. UPR/ Gen-11/ 816 /2022

Dated: 16/03/2022

Distribution (for necessary action):

- All concerned

CC (for information):

- Secretary to the Vice-Chancellor
- Master File



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Office Order

The Vice-Chancellor has been pleased to approve "Campus Food Waste Management" policy.

This implementation of policy shall be effective, w.e.f. date of its submission, i.e. 07-06-2022


Assistant Registrar

No. UPR/Gen-01 / 1510 /2022

Dated: 09-06-2022

Distribution:

- All Deans of the Faculties
- All Directors/HoDs
- The Convener University Ranking Committee
- The Treasurer
- Audit Officer
- Assistant Registrar (Meetings)

CC:

- Secretary to the Vice-Chancellor
- PA to Registrar
- Master File
- Concerned File

CAMPUS FOOD WASTE MANAGEMENT

**Submitted to
Registrar Office**

University of Poonch Rawalakot

DATE

12 May, 2022

1. General

University of Poonch Rawalakot (UPR) feels its responsibility towards development of sustainable environment and promoting responsible waste management practices. UPR recognizes its critical role in minimizing our food wastage and setting an example for the university in particular and public in general. UPR has developed a comprehensive Waste Management Policy that aligns with its commitment to zero hunger and availability of food for all. The Waste Management Policy at UPR aims to address the challenges posed by waste generation while emphasizing the principles of reduce, reuse, and recycle. It outlines our strategies for effective waste segregation, proper disposal methods, and the promotion of a culture that prioritizes waste reduction and resource conservation. This policy is not only a guideline for waste handling but also a catalyst for fostering awareness, education, and active participation among students, faculty, staff, and the broader community.

1.1 Policy Category

Institutional policy

1.2 Office responsible for review of the policy

The registrar office of the UPR is responsible to formulate a food waste management committee and review the food waste management policy every two years to ascertain if any amendments are required.

2. Purpose and Scope

2.1 **Purpose:** Food wastage has become a worldwide phenomenon. It has been estimated that nearly one third of the food produced is wasted at various stages from its production to consumption. This is a very serious issue which needs to be addressed seriously and concrete efforts are required to reduce it to the minimum.

2.2 **Scope:** It's important for universities to adapt their food waste management strategies to their specific needs and circumstances. Developing a comprehensive plan that integrates these principles can help reduce food waste, support sustainability goals, and contribute to a more responsible and environmentally friendly campus environment.

3. Policy Statement

University of Poonch Rawalakot is committed to implementing effective strategies and fostering a culture of responsible food consumption to minimize food waste across our campus. We recognize that food waste poses significant environmental, social, and economic challenges, and therefore, UPR is dedicated to taking proactive measures to mitigate this issue

4. **Definition of food wastage:** Food wastage generally refers to the loss of food in all stages of the food supply chain that is meant for human consumption.

5. **Implications of Food Waste:** Food waste has numerous implications for sustainability including impacts on the environment, economics, and social factors nutrition, and food security:

- Environmentally, wasting food also wastes the water, soil, and nutrient resources used to grow that food.
- Economically, food is expensive and throwing away food is directly wasting financial resources.
- Socially, hunger is a grave issue all around the world and Pakistan is no exception in this regard; wasting food means worsening this situation in the country.
- From a nutrition and food security perspective, food that is being wasted could feed someone suffering from malnutrition and hunger. Directing the food that is wasted in a positive direction such as to those in need or to be recycled aids in food security as well as overall sustainability.

6. Measurement of Food Wastage and its Goals

Conceptually measuring of wastage is not only essential but pre requisite to its prevention. An estimated one-third of all food that is produced worldwide is wasted. Goals in Measuring Food Waste can be:-

- a) Determining how much food is wasted is essential to understand how to reduce it and how to redirect it in a positive way.
- b) Food waste measurement may also focus on the types of foods wasted in order to identify specific food items that contribute to wasting for the most part.

7. Causes of Food Wastage

- a) **Lack of appropriate planning:** One of the top contributors to food wastage is lack of appropriate planning on the consumer part.
- b) **Purchase and preparation of too much food:** Most of the time, food is also wasted because of purchasing or preparing more than required/desired. If one purchases or prepares too much food than is needed, then it's obvious the surplus food on the plate will go to waste. Alternatively, the partially used food is at times put at the back of the fridge and is never reused. The same applies to excess purchases that end up passing their expiration dates and therefore looks, tastes, and smells bad. Consequently, all the excess ends up as waste food.
- c) **Over-preparation of food:** In order to amply feed the dependents and avoid running out, there exists a natural tendency of over-preparing food. While the intention is good yet it often leads to wastage, ultimately.
- d) **Consumer Behavior:** People have different food preferences as per their taste, traditions and areas they belong to. This aspect highly affects the efforts to control the wastage of food.
- e) **Food Wastage Areas:** Mainly, there are two main areas in a University where food is normally wasted:-
 - a. Kitchens of Cafeterias, Staff and Student hostels
 - b. Dining Halls of Hostels and eating areas within the cafeterias and outside.

8. Food Waste Measurement Methods: In order to curb the wastage of food, all of the following or any of the methods of measurement given below will be employed by the concerned Staff at all levels: -

- a) **Self-Reported Questionnaires in a Survey:** They first indicate the food categories in which waste has occurred from a list of categories, and then indicate

for each category the amount of waste in appropriate units (e.g., pieces of fruit, serving spoons of vegetables, portions of cereal).

- b) Keeping a food waste Diary
 - c) Collecting the data/information about the amount and category of wasted food through Kitchen Staff.
 - d) Using photos from participants/consumers of their food waste
- 9. REVISIONS IN POLICY STATEMENT:** After adopting and implementation of previous policy at UPR, there was great reduction in food wastage and managed well. However, further general guidelines/requirements for food waste management at the UPR may also include for more improvement. Therefore, in this section some guidelines have been provided as a revision and implementation accordingly;

9.1 Source Reduction:

- Procurement: UPR will focus on purchasing food items with a long shelf life or those that can be easily stored and used to minimize waste.
- Portion Control: Implement portion control measures to reduce overproduction and plate waste in dining facilities.
- Menu Planning: Design menus that minimize the use of perishable ingredients that are likely to go to waste.

9.2 Food Recovery:

- Donations: Establish partnerships with local food banks or shelters to donate surplus food that is still safe to eat.
- Food Rescue Programs: Implement programs to collect and distribute excess food from dining facilities.
- On-Campus Sharing: Encourage students and staff to share surplus food with others through designated sharing spaces.

9.3 Composting:

- Set up composting systems to process food scraps and organic waste from dining facilities.
- Educate the university community about the importance of composting and provide convenient locations for disposal.

9.4 Education and Awareness:

- Conduct awareness campaigns to educate students and staff about the importance of reducing food waste.
- Offer workshops, seminars, or classes on food sustainability and waste reduction.
- Provide information on food labels, expiration dates, and proper storage to reduce food spoilage.

9.4 Trayless Dining:

- Implement trayless dining in cafeteria settings, which can lead to reduced food waste by encouraging students to take only what they can eat.

9.5 Food Waste Audits:

- Regularly conduct food waste audits to track and analyze the types and quantities of food being wasted.
- Use the data from audits to identify areas for improvement and set reduction targets.

9.6 Recycling:

- Promote recycling for non-organic waste generated in dining facilities, such as packaging materials.

9.7 Sustainable Food Practices:

- Support sustainable and ethical food sourcing practices, such as purchasing from local farmers and using organic or environmentally friendly products.

9.8 Collaboration:

Collaborate with student organizations, local government, and community groups to foster a culture of responsible food consumption and waste reduction.

10. PROCEDURES/ MEASURES TO AVOID WASTAGE: Following suggested measures will be taken by all concerned to avoid wastage of food: -

- a) **Plan Meals – preparation of Menus:** This is one of the most effective ways to conserve food. The Hostel, Cafeterias and Main Tea Bar Staff will prepare menus of food to be prepared for the entire week. Preferably those items should be included which are liked by the majority. While preparing the menus the comments and choices of all dependent consumers should be obtained and catered for in the menu. These menus should be revised periodically, with everyone's consent, to avoid boredom which can also lead to wastage of food.
- b) **Working out of Individual Scale:** This is the key to conservation. Scale per item per individual should be worked out so that the required quantity is procured and prepared.
- c) **Surplus or Left over Food:** Depending on the season and resources available the surplus or left over food will be conserved/stored for consumption later. Care should be taken in the storage so that it is not spoiled and is frozen for only limited time to keep the nutrition value and taste.
- d) **Purchasing:** Great Care should be taken in this aspect. As far as possible, fresh purchases should be made. If sufficient storage is available, meat and other items can be stored for 2-3 days. Anyway, preparation of menus will lead to efficient forecasting of the purchases.
- e) **Raise Awareness:** A comprehensive awareness campaign will be carried out in the University. Following will form part of it:-
 - i. Display of Anti Waste Posters/ banners at all the prominent places, especially the Dining Halls, Cafeterias and other eating places.
 - ii. Display of such material on the UPR Web Site.
 - iii. Lectures on the subject
 - iv. Its incorporation in the classroom discussion/lectures.

10.1 **Use of Excess Food:** All efforts will be made that the excess food if any, is not thrown away. There are a lot of needy people living in the vicinity of the University who can be fed with the excess /leftover food. **The Director Student Affairs** will make it possible to collect the excess food and distribute it amicably among the needy.

11. RESPONSIBILITIES

11.1 **Committees:** Following committees are hereby detailed to implement this policy: -

- a. Food Waste Management Committee
- b. Mess Management Committee – Boys/Girls Hostels/Cafeteria
- c. Food Safety & Quality management Committee – Boys/Girls Hostels/Cafeteria

Sr. No	Name of Committee	Responsibilities.
A	Food Waste Management Committee	Food Waste Management Committee will monitor and meet monthly/fortnightly to discuss the status of waste production and recommend the disposal ways.
B	Mess management Committee	Mess Committee will decide the Mess menu and amount to be collected from the students and monitor the food quality. The committee will also ensure status of mess hall, kitchen in terms of hygiene etc.
c	Food Safety & Quality Management Committee	Management Committee will meet monthly/fortnightly to discuss the administrative issues and other problems in the Hostels/Cafeteria. It will also keep check on daily issues regarding hostels infrastructure, housekeeping issues, etc. Besides, the committee will be responsible for Inspection of the food quality, cleanliness, hygiene and it will adopt suitable measures to check wastage of food and proper disposal of surplus food. The committee will report all maintenance needs and follow it up to implement the necessary action. The Committee will also be responsible for making quality purchase with utmost transparency according to the demand of each hostel and cafe. Purchase Committee will ensure the smooth processing of monetary issues related to messing, from billing to handing over the useable to store. Fresh produce of campus farm (fruits, vegetables, milk, meat etc) will be ensured to provide for food needs in the campus and also prioritized & sustainable purchase from partner farmers is ensured.

11.2. Encourage compliance and participation among students, staff, and food service providers.

12. Changes to policies

UPR reserves the rights to modify this policy as necessary. Any change will be communicated through the university's official channels, including the website.

13. Feedback and Concerns

Visitors are encouraged to provide feedback, concern, or suggestions related to their experience to various food outlets within the campus to the food waste management committee for consideration in ongoing efforts to improve waste management in the university's premises.

14. Contact Information

For any queries related to food waste management policy, please contact Registrar office, University of Poonch Rawalakot.