



Student Food Security and Hunger Prevention Policy

BRAINWARE UNIVERSITY



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398, Ramkrishnapur Road, Barasat, North 24 Parganas, Kolkata - 700 125

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1. Preamble

Brainware University recognises that access to adequate, safe, nutritious and affordable food is an important component of student welfare, educational participation and inclusive campus life. Food insecurity may adversely affect students' health, concentration, attendance, academic engagement and ability to participate fully in university activities. The University therefore establishes the Student Food Security and Hunger Prevention Programme (Student Food Insecurity Support Programme) as an institutional framework to identify students who may be experiencing food insecurity and to facilitate timely, confidential and dignified support.

The Programme is designed to complement existing student welfare, scholarship, financial assistance, counselling, health, hostel and community-support mechanisms. It shall be implemented in a manner that protects privacy, avoids stigma and prioritises the academic and personal well-being of students.

2. Purpose

The purpose of this Policy and Implementation Framework is to establish a structured university-wide mechanism for preventing and responding to student hunger and food insecurity through emergency food support, affordable and nutritious food options, financial-assistance linkages, counselling and referral services, and periodic monitoring.

3. Food-Service Areas Covered

- Identify students who are at risk of food insecurity or hunger through appropriate, confidential and non-stigmatising mechanisms.
- Provide timely emergency meals or food support to students facing immediate need.
- Promote access to affordable, safe and nutritious food on or near campus.
- Link eligible students with scholarships, fee concessions, financial assistance and other welfare schemes.
- Provide counselling and welfare support where food insecurity is associated with financial, family, social, academic or personal difficulties.
- Maintain confidentiality and dignity while delivering assistance.
- Monitor programme coverage, utilization, outcomes and gaps through defined indicators.
- Strengthen institutional preparedness so that no student is prevented from participating in education because of lack of access to food.



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4. Definition and Classification of Food Waste

This Programme applies to all enrolled students of Brainware University, including undergraduate, postgraduate, doctoral, diploma and other eligible academic programmes, and may cover day scholars, hostel residents and students participating in university activities. Support may be extended based on assessed need, available institutional resources and applicable University rules.

The Programme may operate through university departments, schools, hostels, canteens, student welfare units, counselling services, scholarship/financial-aid mechanisms, health services, student clubs, alumni/community partners and approved external agencies.

5. Definition of Student Food Insecurity

For this Programme, student food insecurity means a situation in which a student has limited, uncertain or inadequate access to sufficient, safe and nutritious food needed for normal health, learning and participation in academic life. It may include temporary inability to afford meals, regularly skipping meals because of financial constraints, reducing food quantity or quality to meet other essential expenses, or experiencing an immediate lack of access to food.

Food insecurity may be temporary, intermittent or persistent and may arise from financial hardship, loss of family income, delayed financial support, unexpected expenses, displacement, emergencies or other circumstances.

6. Target Beneficiaries

- Students reporting or identified as experiencing food insecurity or hunger.
- Students facing sudden financial hardship or an emergency affecting their ability to obtain meals.
- Students referred by faculty members, mentors, wardens, counsellors, student welfare personnel or other authorized University officials.
- Students eligible for institutional scholarships, government scholarships or other financial assistance where food insecurity is a relevant welfare concern.
- Hostel residents or other students facing temporary disruption of access to food.
- Other students assessed by the designated University authority as requiring short-term or continuing food-related support.



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7. Institutional Mechanism

The University shall establish an institutional coordination mechanism under the designated Student Welfare/Dean of Students authority. The mechanism may include representatives from Student Welfare, IQAC, Finance/Scholarship Cell, Hostel Administration, Counselling Services, Health Services, Canteen/Food Services, academic departments and other relevant units.

A designated Programme Coordinator shall coordinate referrals, assistance, records, monitoring and annual reporting. The University may constitute a Student Food Security Committee or assign these functions to an existing student welfare committee, subject to approval by the competent authority.

8. Identification of Students at Risk

- Self-identification through a confidential request to the Student Welfare Office, mentor, counsellor, hostel authority or designated contact point.
- Referral by faculty, mentors, programme coordinators, wardens or other authorized personnel when a concern is observed.
- Confidential screening through a short need-assessment form or structured interaction.
- Use of scholarship/financial-aid information only where relevant, lawful and necessary for support.
- Periodic welfare outreach, particularly for students in hostels or those facing known financial hardship.
- Emergency identification when a student reports that they currently do not have adequate food.

Identification shall focus on need rather than labels. Students shall not be publicly identified as beneficiaries.

9. Food Assistance Mechanisms

- Provision or facilitation of emergency meals through approved campus food-service arrangements.
- Food vouchers, meal coupons or other controlled assistance where operationally feasible.
- Referral to approved community kitchens, food banks, NGOs or other partner organizations, where appropriate.



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- Short-term food packages or essential food kits for eligible students in exceptional circumstances.
- Facilitation of access to hostel/campus dining arrangements for students experiencing temporary hardship.
- Other assistance approved by the competent University authority.

10. Emergency Meal/Food Support

Where a student reports an immediate inability to obtain food, the designated Student Welfare representative shall prioritize the case and facilitate an emergency meal or appropriate food support without unnecessary procedural delay. Verification may be proportionate to the urgency of the situation.

Emergency support shall be provided discreetly and, as far as practicable, without requiring the student to disclose personal circumstances publicly. Repeated requests may trigger a confidential welfare assessment and linkage to longer-term assistance.

11. Affordable and Nutritious Campus Food

- Encourage campus food-service providers to maintain reasonably priced meal and snack options.
- Promote availability of balanced meals containing appropriate combinations of staple foods, vegetables, protein sources and other nutritious components.
- Display prices clearly and maintain transparent food-service practices.
- Where feasible, include affordable meal combinations suitable for students with limited budgets.
- Maintain applicable food safety, hygiene and sanitation requirements.
- Periodically review student feedback on affordability, accessibility, quality and nutritional adequacy.

12. Financial Assistance/Scholarship Linkage

Students whose food insecurity is linked to financial hardship shall, where eligible, be referred to relevant University scholarship, fee-concession, emergency assistance, government scholarship or other financial-support mechanisms. The Student Welfare mechanism shall coordinate with the appropriate scholarship/finance authority to minimize duplication and improve continuity of support.



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Support may include guidance on application procedures, documentation, deadlines and available schemes. Receipt of food assistance shall not automatically guarantee eligibility for any scholarship or financial benefit; eligibility shall remain governed by the applicable scheme rules.

13. Counselling and Student Welfare Support

Food insecurity may be associated with stress, anxiety, family difficulties, financial pressure, social isolation or other welfare concerns. Students may therefore be offered confidential counselling and welfare referral. Counselling shall be supportive and non-judgmental and shall not be used as a substitute for necessary food or financial assistance.

14. Confidentiality and Dignity of Beneficiaries

- Student information shall be handled on a need-to-know basis and only for legitimate programme purposes.
- Records shall be stored securely, and access shall be restricted to authorized personnel.
- Public disclosure of beneficiary names, photographs or personal circumstances shall not be permitted without appropriate consent.
- Assistance shall be delivered in a manner that minimizes stigma, embarrassment and discrimination.
- Aggregated and anonymized data may be used for institutional monitoring, quality improvement and annual reporting.
- Information shall be retained and disposed of in accordance with university policies and applicable legal requirements.

15. Roles and Responsibilities

Unit/Role	Key Responsibilities
University Management / Competent Authority	Approve the framework, allocate resources and review programme performance.
Student Welfare / Dean of Students Office	Coordinate implementation, referrals, emergency support, records and annual reporting.
Programme Coordinator / Designated Officer	Receive cases, assess needs, coordinate assistance and maintain confidential records.
Academic Departments / Mentors	Identify and sensitively refer students who may require support.



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Hostel Administration	Identify hostel-related food access concerns and facilitate timely referrals.
Counselling Services	Provide confidential counselling and welfare referrals where required.
Scholarship/Finance Cell	Facilitate linkage with eligible financial assistance and scholarship schemes.
Canteen/Food Service Providers	Provide affordable, safe and nutritious food options and support approved meal-assistance mechanisms.
IQAC	Support monitoring, evidence management, quality review and continuous improvement.
Students	Seek support when needed, provide accurate information for assessment and use assistance responsibly.

16. Implementation Procedure

- Awareness: Inform students about available food-security and welfare support through induction, student portals, notices, mentors and appropriate communication channels.
- Identification/Referral: Receive self-referrals or referrals from authorized University personnel.
- Preliminary Assessment: Determine whether the student has an immediate food need and/or a continuing welfare or financial need.
- Immediate Response: Provide or facilitate emergency meal/food support when required.
- Referral and Linkage: Connect the student to scholarship, financial aid, counselling, hostel or other relevant services.
- Follow-up: Review whether the support addressed the immediate concern and whether further assistance is necessary.
- Record and Close: Record the intervention using anonymized/controlled identifiers and close the case when appropriate, while allowing re-entry if circumstances recur.
- Review: Analyze aggregated programme data periodically and recommend improvements.

17. Monitoring and Review

The Programme Coordinator shall maintain periodic monitoring of the number and type of requests, assistance provided, referrals, repeat cases, service utilization and student feedback. Monitoring shall be conducted without unnecessarily collecting sensitive personal information.



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The designated committee/authority shall review programme performance at least once every academic year and may recommend changes in assistance mechanisms, food-service arrangements, communication, resource allocation or referral pathways.

18. Annual Reporting

An annual Student Food Security and Hunger Prevention Report shall be prepared for institutional review. The report may include:

- Number of students seeking or receiving support.
- Number of emergency meals/food interventions provided.
- Number and value of food vouchers/food packages, where applicable.
- Number of students linked to scholarships or financial assistance.
- Number of counselling/welfare referrals related to food insecurity.
- Availability and affordability initiatives undertaken by campus food services.
- Student feedback and satisfaction indicators, using anonymized/aggregated information.
- Key challenges, corrective actions and resource requirements.
- Recommendations for the next academic year.

19. Key Performance Indicators

KPI	Measurement	Frequency
Students identified as at risk	Number	Monthly/Annual
Students receiving food assistance	Number	Monthly/Annual
Emergency meals provided	Number of meals	Monthly/Annual
Food vouchers/coupons issued	Number and value	Monthly/Annual
Students linked to financial assistance	Number	Quarterly/Annual
Students receiving counselling/welfare referral	Number	Quarterly/Annual
Affordable meal options available	Number/type	Quarterly
Average/indicative price of affordable meal	₹ per meal	Quarterly
Student satisfaction with food support	% satisfied / survey score	Annual
Repeat food-insecurity cases	Number/%	Annual
Cases resolved or appropriately referred	Number/%	Annual
Programme review completed	Yes/No	Annual



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20. Review and Revision of the Programme

This Policy and Implementation Framework shall be reviewed at least once every academic year, or earlier where there are significant changes in student needs, University policies, food-service arrangements, applicable regulations or available support mechanisms.

Recommendations arising from monitoring, student feedback, internal review, audits, welfare assessments or changes in institutional priorities shall be documented. Revisions shall be approved by the competent University authority before implementation.

The latest approved version shall be communicated to relevant stakeholders and maintained as the official institutional version.

21. Suggested Implementation Records and Formats

- Student Food Support Request/Referral Form.
- Confidential Food Insecurity Need Assessment Form.
- Emergency Meal/Food Assistance Register.
- Food Voucher/Meal Coupon Issue Register, where applicable.
- Scholarship and Financial Assistance Referral Register.
- Counselling/Welfare Referral Record.
- Monthly Food Assistance Monitoring Sheet.
- Annual Student Food Security and Hunger Prevention Report.
- Student Feedback/Satisfaction Survey.
- Approved list of food-service/community partners, where applicable.