



Staff Food Security and Hunger Alleviation Policy

BRAINWARE UNIVERSITY



BRAINWARE UNIVERSITY

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

Document Control

Document Title	Staff Food Security and Hunger Alleviation Policy
Document Number	BWU/POL/THE/SDG 2/04
Version	1.0
Approving Authority	Vice Chancellor
Approval Reference	NA
Date of Approval	04 June 2024
Effective Date	04 June 2024

Revision History

Version	Date	Description of change	Approved by
1.0	04 June 2024	First issue of consolidated policy	Vice Chancellor



BRAINWARE UNIVERSITY

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

Table of Contents

1. Preamble.....	1
2. Policy Statement.....	1
3. Objectives	1
4. Scope.....	2
5. Institutional Interventions.....	2
5.1 Affordable Food Facilities	2
5.2 Subsidised or Supported Meals.....	2
5.3 Emergency Food Assistance	3
5.4 Support During Financial Hardship	3
5.5 Support for Contractual and Outsourced Staff	3
6. Staff Food Assistance Mechanism.....	3
7. Campus Food and Nutrition Support	4
8. Food Support During University Activities	4
9. Identification of Food-Insecurity Cases	4
10. Financial Assistance and Resource Allocation.....	5
11. Awareness and Communication.....	5
12. Monitoring and Review	5
13. Documentation and Evidence	6
14. Roles and Responsibilities	6
15. Non-Discrimination and Confidentiality	7
16. Sustainability and SDG Alignment.....	7
17. Review of Policy.....	7
18. Approval	7



BRAINWARE UNIVERSITY

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

1. Preamble

Brainware University recognises that access to adequate and nutritious food is an important component of employee well-being, dignity, productivity and a supportive workplace environment. The University is committed to taking institutional measures to prevent and alleviate hunger among its staff members, particularly those who may face temporary financial hardship or food insecurity.

This policy establishes a framework for providing **food-related support, access to affordable meals, emergency assistance and institutional interventions** for eligible staff members.

2. Policy Statement

Brainware University is committed to preventing and alleviating hunger among its staff by facilitating access to **affordable, adequate and nutritious food**, providing appropriate support during periods of financial or personal hardship, and establishing institutional mechanisms through which staff members can seek food-related assistance.

The University shall endeavour to ensure that no staff member faces avoidable food insecurity while performing their duties at the University.

3. Objectives

The objectives of this policy are to:

1. Provide institutional interventions to prevent and alleviate hunger among staff.
2. Facilitate access to affordable and nutritious food on or near the University campus.
3. Provide appropriate food assistance to staff experiencing temporary financial hardship.
4. Support vulnerable categories of staff, including contractual, outsourced, support and other eligible employees, where applicable.
5. Establish a confidential mechanism for staff to seek food-related assistance.
6. Promote dignity, non-discrimination and confidentiality in providing food support.
7. Encourage responsible and sustainable food practices within the University.
8. Contribute to the University's commitment to **UN Sustainable Development Goal 2 – Zero Hunger**.



BRAINWARE UNIVERSITY

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

4. Scope

This policy applies to staff members associated with Brainware University, including, subject to applicable University rules:

- Teaching staff
- Non-teaching/administrative staff
- Technical and laboratory staff
- Library staff
- Maintenance and support staff
- Security and housekeeping personnel
- Contractual and outsourced personnel working on the University campus

The nature and extent of assistance may vary depending on employment category, eligibility, availability of institutional resources and the specific circumstances of the staff member.

5. Institutional Interventions

Brainware University may implement the following interventions to prevent or alleviate hunger among staff:

5.1 Affordable Food Facilities

The University shall facilitate access to reasonably priced meals, snacks and drinking water through the campus cafeteria/canteen or other authorised food service facilities.

The University may periodically review food prices and service arrangements to ensure that basic food options remain accessible and affordable to staff.

5.2 Subsidised or Supported Meals

Where institutional resources permit, the University may provide or facilitate:

- Subsidised meals for eligible staff.
- Meal support during extended working hours.
- Food arrangements during university events, examinations, training programmes and other official duties.
- Special meal support for staff required to remain on campus beyond normal working hours.



BRAINWARE UNIVERSITY

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

5.3 Emergency Food Assistance

The University may provide temporary food assistance to staff members experiencing immediate or temporary food insecurity.

Such assistance may include:

- Provision of meals or food packets.
- Emergency food support.
- Temporary meal assistance through the campus cafeteria.
- Referral to appropriate institutional or community support mechanisms.
- Other forms of food assistance approved by the competent authority.

5.4 Support During Financial Hardship

Staff members facing temporary financial hardship that affects their ability to meet basic food requirements may approach the designated University authority for confidential assistance.

Based on the circumstances and available resources, the University may provide or facilitate appropriate support.

5.5 Support for Contractual and Outsourced Staff

The University shall endeavour to ensure that contractual, outsourced and support personnel working on campus have reasonable access to food and drinking water during their working hours.

Where feasible, the University may facilitate affordable meal arrangements or other appropriate food-support mechanisms for such personnel.

6. Staff Food Assistance Mechanism

The University shall establish an appropriate mechanism through the Human Resources Department/IQAC or another designated authority for receiving and addressing food-security-related requests from staff.

The mechanism shall:

- Maintain confidentiality of requests.
- Assess the nature of the assistance required.
- Facilitate appropriate support.
- Maintain basic records for institutional monitoring.
- Refer cases to the competent authority where additional assistance is required.



BRAINWARE UNIVERSITY

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

No staff member shall be discriminated against because they have sought assistance under this policy.

7. Campus Food and Nutrition Support

The University shall endeavour to ensure that campus food facilities:

- Provide basic nutritious food options.
- Maintain appropriate food hygiene and safety standards.
- Provide safe drinking water.
- Display food prices transparently.
- Maintain reasonable accessibility for staff.
- Follow applicable food safety and statutory requirements.

The University may encourage food service providers to offer balanced and affordable meal options.

8. Food Support During University Activities

Where staff members are required to work for extended periods during:

- Examinations,
- Admission activities,
- University events,
- Workshops and seminars,
- Accreditation and inspection activities,
- Training programmes,
- Emergency or extended-duty situations,

The University may arrange meals, refreshments or other appropriate food support based on the nature and duration of the assignment.

9. Identification of Food-Insecurity Cases

The University may identify staff members requiring assistance through:

- Voluntary requests for assistance.
- HR interactions.
- Staff welfare mechanisms.
- Feedback or grievance mechanisms.
- Departmental recommendations, where appropriate and with due confidentiality.



BRAINWARE UNIVERSITY

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

- Other legitimate institutional channels.

The University shall avoid unnecessary disclosure of personal or financial information.

10. Financial Assistance and Resource Allocation

Subject to the University's approved financial procedures and availability of funds, the University may allocate resources for:

- Staff meal subsidies.
- Emergency food assistance.
- Food packets or essential food items.
- Support during extended University duties.
- Staff welfare programmes related to food security.
- Other approved interventions addressing staff food insecurity.

All financial expenditure shall be subject to the University's applicable financial rules and approval mechanisms.

11. Awareness and Communication

The University shall communicate the availability of relevant food-support mechanisms to staff through appropriate channels, including:

- Staff circulars.
- HR communications.
- University notices.
- Internal communication platforms.
- Staff welfare programmes.
- Orientation or induction programmes.

Staff members shall be informed about how and where to seek assistance when required.

12. Monitoring and Review

The Human Resources Department, in coordination with IQAC and other designated authorities, may periodically review the implementation of this policy.

Monitoring may include:

- Number and type of food-support interventions.
- Utilisation of subsidised food facilities.
- Emergency food assistance provided.



BRAINWARE UNIVERSITY

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

- Staff feedback.
- Accessibility and affordability of campus food services.
- Support extended to contractual and outsourced personnel.
- Recommendations for improvement.

The University shall maintain appropriate documentary evidence of interventions undertaken under this policy.

13. Documentation and Evidence

For institutional monitoring and reporting, the University may maintain:

- a) Approved policy document.
- b) Circulars/notices regarding staff food-support initiatives.
- c) Records of subsidised meal arrangements.
- d) Canteen/cafeteria agreements and menus.
- e) Records of emergency food assistance, maintaining confidentiality.
- f) Staff welfare programme records.
- g) Photographs of relevant initiatives.
- h) Bills/invoices or financial records, where appropriate.
- i) Staff feedback/survey reports.
- j) Annual reports or committee reports documenting food-security interventions.

14. Roles and Responsibilities

Human Resources Department

- Coordinate implementation of the policy.
- Receive and process staff food-support requests.
- Maintain appropriate records.
- Coordinate with relevant University authorities.

IQAC

- Monitor institutional implementation where relevant.
- Maintain evidence for quality and sustainability reporting.
- Review the contribution of the policy towards SDG-related commitments.

Canteen/Food Service Provider

- Provide affordable and hygienic food.
- Display prices appropriately.
- Maintain food safety standards.



BRAINWARE UNIVERSITY

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

- Cooperate with University initiatives relating to staff food accessibility.

Heads of Departments/Administrative Units

- Facilitate awareness among staff.
- Support identification of institutional food-support requirements without compromising confidentiality.

University Management

- Provide appropriate institutional support and resources.
- Review implementation and approve necessary interventions.

15. Non-Discrimination and Confidentiality

Food-support measures shall be implemented in a manner that respects the dignity and privacy of staff members.

Information regarding an individual's financial hardship or food-security status shall be treated confidentially and shared only with authorised persons where necessary for assistance.

16. Sustainability and SDG Alignment

This policy supports the University's broader commitment to **SDG 2: Zero Hunger** and may also contribute to **SDG 3: Good Health and Well-being**, **SDG 8: Decent Work and Economic Growth** and **SDG 10: Reduced Inequalities**.

The University may integrate food-security measures with its sustainability, staff welfare and responsible campus food-service initiatives.

17. Review of Policy

This policy shall be reviewed periodically by the competent authority to assess its effectiveness, relevance and alignment with university requirements and applicable national/international frameworks.

18. Approval

This policy shall come into effect upon approval by the competent authority of Brainware University and shall remain applicable until amended or superseded.