VINAYAKA MISSION'S
RESEARCH FOUNDATION
(Deemed to be University under section 3 of the UGC Act 1956)



Minimisation policies extended to suppliers

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MINIMISATION POLICIES EXTENDED TO SUPPLIERS

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Verified by	Director I/c, Accreditation & Ranking
Passed by	Vice-Chancellor
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VINAYAKA MISSION'S RESEARCH FOUNDATION
(DEEMED TO BE UNIVERSITY)
MINIMISATION POLICIES EXTENDED TO SUPPLIERS

1. Preamble

Vinayaka Mission's Research Foundation (Deemed to be University) [VMRF (DU)] is committed to promoting sustainable resource utilisation, responsible procurement, and environmental protection across its operations and supply chain. The University recognises that suppliers, vendors, contractors, and service providers play an important role in minimising waste, reducing unnecessary consumption, and promoting environmentally responsible practices.

This policy extends the University's minimisation principles to all suppliers and contractors by encouraging the use of sustainable products, reduced packaging, reusable materials, efficient resource utilisation, and responsible waste management. Through collaboration with suppliers, VMRF (DU) aims to strengthen sustainable procurement practices and support its commitment to the United Nations Sustainable Development Goals (SDGs).

2. Short Title and Commencement

a. This policy shall be called as **"Minimisation policies extended to suppliers**" in University Operations.

b. This policy shall come into force from the date of approval of the Executive Council of the University.

3. Purpose

The purpose of this policy is to promote sustainable resource utilisation, responsible procurement, and environmental protection throughout the University's supply chain. It aims to minimise waste, reduce excessive packaging and single-use materials, encourage reusable and recyclable products, promote ethical sourcing, and ensure compliance with applicable environmental and labour regulations. The policy also seeks to strengthen supplier accountability, encourage responsible waste management, and support continuous improvement in sustainability practices.

4. Scope and Applicability

This policy applies to all suppliers, vendors, contractors, subcontractors, and service providers supplying goods or services to VMRF (DU).

It covers the procurement and supply of stationery, office materials, laboratory supplies, medical and healthcare materials, construction materials, cleaning products, catering supplies,

electrical and electronic equipment, packaging materials, and other goods and services required for University operations.

The policy also applies to suppliers involved in construction, maintenance, housekeeping, transportation, catering, waste management, and other outsourced activities associated with the University.

5. Policy Statement

VMRF (DU) shall encourage and promote minimisation practices throughout its supply chain by integrating environmental sustainability, resource efficiency, ethical sourcing, and responsible consumption into supplier selection and procurement processes.

Suppliers and contractors shall be encouraged to reduce unnecessary resource consumption, minimise packaging, avoid avoidable disposable products, provide sustainable alternatives, and comply with applicable environmental and labour requirements. Sustainability considerations shall be incorporated into relevant procurement specifications, tenders, and contractual arrangements, as appropriate.

The University shall work collaboratively with suppliers to improve environmental performance, strengthen accountability, and support responsible and sustainable supply-chain practices.

6. Objectives

- To extend the University's waste minimisation and sustainability principles to all suppliers, vendors, and contractors.
- To encourage the supply of environmentally friendly, reusable, recyclable, and resource-efficient products.
- To minimise excessive packaging, single-use plastics, and unnecessary disposable materials throughout the supply chain.
- To promote ethical sourcing, fair labour practices, and compliance with applicable environmental regulations.
- To incorporate environmental and sustainability criteria into supplier selection, procurement, and contract evaluation.
- To encourage suppliers to adopt responsible waste management, recycling, and resource conservation practices.
- To monitor supplier performance and promote continuous improvement in environmental and social responsibility.

7. Definitions

a. **Minimisation Policy:** A policy aimed at reducing waste, unnecessary consumption, and resource use through sustainable practices.
b. **Supplier:** An individual or organisation that provides goods or services to VMRF (DU).
c. **Sustainable Procurement:** The purchase of goods and services that considers environmental sustainability, resource efficiency, and responsible sourcing.
d. **Waste Minimisation:** Reducing waste generation through prevention, reuse, recycling, and efficient resource utilisation.
e. **Environmentally Preferable Products:** Products that reduce environmental impacts through durability, recyclability, reusability, or resource efficiency.
f. **Packaging Minimisation:** Reducing unnecessary packaging and promoting reusable, recyclable, or environmentally preferable packaging materials.
g. **Single-Use Products:** Items intended primarily for one-time use before disposal.
h. **Ethical Sourcing:** Procuring goods and services from suppliers that follow fair labour practices, provide safe working conditions, and comply with applicable laws.
i. **Resource Efficiency:** Using water, energy, raw materials, and other resources efficiently to reduce waste and environmental impact.
j. **Supplier Evaluation:** Assessing suppliers based on sustainability, environmental compliance, product quality, resource efficiency, and ethical practices.

8. Principles of Supplier Minimisation

8.1 Waste Reduction: Suppliers shall be encouraged to prevent waste at source, avoid unnecessary materials, and adopt efficient production, packaging, and delivery practices.

8.2 Sustainable Products: Preference may be given, where feasible and appropriate, to durable, reusable, recyclable, energy-efficient, and environmentally preferable products that meet the University's quality and operational requirements.

8.3 Packaging Minimisation: Suppliers shall be encouraged to use minimal, reusable, recyclable, or otherwise environmentally preferable packaging and avoid excessive or unnecessary packaging materials.

8.4 Reduction of Disposable Items: Suppliers providing catering, office, event, and other services shall be encouraged to minimise single-use products and promote reusable alternatives wherever practicable.

8.5 Resource Efficiency: Suppliers shall be encouraged to adopt efficient practices for the use of water, energy, raw materials, and other resources in their operations.

8.6 Ethical and Responsible Sourcing: Suppliers shall be expected to uphold applicable labour laws, provide safe working conditions, avoid forced and child labour, and maintain fair and non-discriminatory employment practices.

8.7 Environmental Compliance: Suppliers shall comply with applicable environmental legislation and relevant waste management requirements associated with their products and services.

9. Supplier Selection and Evaluation

VMRF (DU) shall consider relevant sustainability and minimisation criteria during supplier selection and evaluation, subject to applicable procurement rules and institutional procedures. The evaluation may include:

- Environmental performance and sustainability practices of the supplier.
- Availability of reusable, recyclable, durable, or environmentally preferable products.
- Measures adopted to reduce packaging and disposable materials.
- Compliance with applicable environmental and labour regulations.
- Waste segregation, recycling, and responsible disposal practices.
- Product quality, durability, lifecycle costs, and resource efficiency.
- Ethical sourcing practices and responsible supply-chain management.

  Suppliers may be requested to provide relevant environmental certifications, declarations, sustainability information, or other supporting documentation where appropriate.

10. Sustainable Procurement and Contractual Requirements

The University shall incorporate suitable minimisation and sustainability requirements into procurement specifications, tenders, purchase orders, and service agreements, wherever applicable.

Suppliers shall be encouraged to:

a. Supply products in appropriate quantities to avoid unnecessary purchases, surplus materials, and wastage.
b. Reduce excessive packaging and adopt reusable or recyclable packaging systems wherever feasible.
c. Offer products with recycled content or environmentally preferable materials when suitable alternatives are available.
d. Minimise disposable products in catering, cleaning, office supplies, events, and other services.
e. Use resource-efficient methods for production, storage, transportation, and delivery.

f. Cooperate with the University in implementing waste reduction and sustainability initiatives.
g. Provide information and records necessary to assess compliance with relevant contractual sustainability requirements.

11. Roles and Responsibilities

University Administration: Approve the policy, provide institutional support, and ensure that supplier minimisation is integrated into relevant university operations.

Procurement and Purchase Department: Incorporate appropriate sustainability criteria into procurement procedures, supplier evaluation, tenders, and purchase agreements.

Relevant Environmental or Sustainability Committee/Cell: Coordinate awareness initiatives, support implementation, and monitor the University's supplier sustainability performance.

Concerned Departments: Identify opportunities to minimise material consumption and disposable products and communicate relevant requirements to suppliers.

Suppliers and Contractors: Follow applicable contractual and environmental requirements, minimise waste and packaging, provide suitable sustainable alternatives, and cooperate with monitoring activities.

Service Providers: Implement appropriate resource conservation, waste segregation, recycling, and responsible disposal practices in the services they provide to the University.

12. Monitoring Records and Reporting

The University shall periodically monitor the implementation of this policy through procurement records, supplier evaluations, contractual reviews, and other appropriate assessment methods.

The following performance indicators may be used:

a. Percentage of suppliers assessed against relevant sustainability criteria.
b. Percentage of applicable procurement contracts incorporating sustainability or minimisation requirements.
c. Reduction in the use of unnecessary disposable materials and excessive packaging.
d. Percentage of suppliers providing reusable, recyclable, or environmentally preferable alternatives.
e. Number of suppliers participating in waste minimisation and sustainability initiatives.
f. Number of supplier awareness or training programmes conducted.
g. Number of supplier assessments, compliance reviews, and corrective actions completed.

h. Baseline data shall be established before numerical targets are adopted. Specific targets and reporting intervals shall be determined by the University based on available data, operational requirements, feasibility, and approval by the competent authority.

13. Training and Awareness

VMRF (DU) shall promote awareness among procurement personnel, suppliers, vendors, and contractors regarding sustainable procurement, waste minimisation, packaging reduction, recycling, and responsible resource utilisation.

Relevant information and guidance shall be communicated through supplier instructions, meetings, training programmes, procurement documents, and other appropriate channels.

14. Compliance and Corrective Action

Suppliers and contractors shall comply with the applicable provisions of this policy and relevant contractual requirements. The University may conduct appropriate assessments or request supporting documentation to verify compliance.

Where non-compliance is identified, the supplier may be required to implement corrective measures within a specified period. Persistent or serious violations may result in appropriate contractual action, including suspension or termination of the business relationship, subject to the terms of the contract and applicable rules.

15. Review and Amendment

VMRF (DU) shall encourage continuous improvement in supplier sustainability performance through periodic assessments, feedback, collaboration, and the adoption of improved minimisation practices.

This policy shall be reviewed annually or whenever necessary to reflect changes in applicable regulations, procurement practices, environmental priorities, and institutional sustainability objectives. Revisions shall be submitted to the competent authority for approval.

16. Approval and Commencement

This policy shall come into effect from the date of approval by the competent authority of Vinayaka Mission’s Research Foundation (Deemed to be University). All relevant departments, suppliers, vendors, contractors, and service providers shall be informed of the policy and its applicable requirements.

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