

## I. MESS ADMINISTRATION :

**Food** is as important as **Accommodation** for campus residents. It is necessary for Institute's Management to take sufficient care to make catering arrangements in selection of capable service providers who are responsible to ensure preparation of quality food (both Veg & Non-veg as decided in the designated mess) and serve to residents in a hygiene environment with a smiling face and service motto.

Lot of time and effort has been put in by Chief Mess Warden/Warden and Mess Care Taker in constantly reviewing menu keeping in view the balanced and nutritious diet, giving high priority to likes/dislikes of campus residents and maintain consistency of Mess Rates. This monitoring is a continuous task. **Messcom** (student representatives of UG, PG & Research) is part of Mess Administration and will play a key-role in running campus mess.

### I.1 Mess Rules & Mess portal-management :

#### Annexure I

#### Hostel Messes at IIIT-H

There are 4 messes available in the campus:

- a) Kadamb/Parijat Nivas first floor mess (NBH Mess): serves North-South mixed menu
- b) Kadamb/Parijat Nivas second floor mess (Yuktahaar Kendra): serves simple healthy food
- c) Palash Nivas first floor (South Mess): serves Southh Indian food
- d) Palash Nivas second floor (North Mess): serves North Indian food

The first three messes are run by the Institute. The last mess (North Mess) is run by external caterer.

The first (NBH) mess serves veg – non veg mixed menu. The other three messes serve only vegetarian food.

#### **Mess Rules:**

1. All bona fide student residents of the hostel are eligible for student mess services and they are required to join one of the hostel messes.
2. Students need to pay the prescribed mess fee advance at the time of semester registration. The advance amount is decided by Mess Wardens based on cost of food.
3. Mess Registration is to be done by the residents through an online Mess Portal as per the guide lines given by the Mess Portal administrators. Mess portal is managed by the student administrators.
4. Students may register in any of the 4 messes and may change their preferences using the Student Mess Portal.
5. It is expected that students will take all their meals in the IIIT-H student mess. At times, students may have to go out of town to visit parents/relatives/friends or for some other important work. To facilitate this, students are permitted a maximum of 5 days per month off from the student messes. **During semester breaks, this exemption limit is increased to 15 days per month.** It is the responsibility of the students to cancel their meals in the

Mess Portals before they leave the campus. If not cancelled, students will be billed for the meal even if they do not use it. One day off/cancellation is defined as cancelling one or more meals in a day.

6. Mess exemption is permitted to a student on the following grounds:
  - a. Medical reasons, if student messes are not able to serve the food advised by the doctors. Such requests should be supported with medical reports, duly authorized by the Institute's Doctors and Mess Warden(s).
  - b. In case a student is away from the campus to undertake an Internship or for any other academic reason. This absence should be duly approved by the concerned faculty advisor or the Dean (Academics).
7. In case a student does not register for the student mess and has not taken prior exemption from Mess Warden(s), student is not allowed to register for the Semester.
8. Taking food/utensils/crockery items etc. outside the dining hall is not permitted.
9. In special circumstances like sickness/physical disability, food may be served in the rooms on prior intimation. There is a provision for sick diet.
10. Students are advised to be courteous with the mess staff. In case of any disagreement or complaint, they may write in the complaint register and inform Student Mess committee.
11. Students should show their Identity card if asked by the mess staff.
12. A student entertaining guest(s) must accompany them to the dining hall and pay cash directly at the mess counter.
13. In addition to the guidelines prescribed here, students are required to follow all instructions given by Mess Wardens from time to time.

### **Mess Timings:**

Mess Timings in the Hostels are as follows:

Breakfast	:	07.30 - 09.30 AM
Lunch	:	12.30 - 14.30 PM
Dinner	:	07.30 - 09.30 PM

### **Messcom:**

There is a student Mess Committee (Messcom). They are expected to assist Mess Wardens and Mess Administration in decision making and for smooth functioning of the mess.

Any resident student may apply to become a Messcom member. Mess Wardens nominate the Messcom every year based on the applications received, in consultation with the student body. It works under overall guidance of Mess Wardens.

The following sets of students are not eligible to become Messcom members:

1. Who have pending dues against them
2. Are repeating the semester or are under academic probation
3. Are under some disciplinary action against them

Student Messcom members who are not contributing as per expectations may be removed from the Messcom by Mess Wardens.

#### **Mess Account:**

Student's Mess a/c is maintained by the Mess Accountant. Books of a/c are subject to internal/ external audit every financial year. The mess advance collected at the time of semester registration is utilized depending on monthly billing of the student and balance, if any, is adjusted in the following semester. In case of passing out students who complete the program, mess credit balance, if any, will be refunded after submission of No Due Certificate.

#### **I.2 Central Stores Management :**

Till July 2014, Individual mess service providers (NBH, YK & South Mess) were assigned with the responsibility to procure rice, grocery and kirana items from regular sources and the bills were submitted to Mess A/c for payment directly to vendors.

After gaining experience in the market with regard to supply sources, items quality, rates and other commercial terms, Head – Hostel Admin. with prior approval from Chief Mess Warden to handle the procurement transactions through central stores, had assigned the responsibility to the Mess Care Taker with the help of a stores in-charge w.e.f. July 2014 with the following objectives/advantages :

- a) To pool up the requirements of NBH, YK & South Mess and procure the raw materials in two fortnights (by 1<sup>st</sup> and 15<sup>th</sup> of the month)
- b) To gain price advantage on bulk indent and procurement
- c) To negotiate on door-delivery thus saving on transport and handling charges
- d) To minimize the closing stock at month end and arrive at consumption of raw materials in each mess close to accuracy.
- e) To save time of service provider enabling him to concentrate on the quality preparation and improvement of mess staff services.
- f) Computerized stores accounting system of material receipts, issues and closing stock which will avoid manual entries and records.
- g) Minimize chance errors in material handling by mess kitchen and service staff, if purchase activity happens at individual mess .
- h) To save space in mess for material storage since they need to draw the mess requirement on daily basis.
- i) To enable statutory audit periodically in central store instead of individual Mess
- j) Cash-flow management becomes easier on central store operations

### **I.3 Mess Infrastructure – Procurement & Maintenance Logistics :**

Mess Infrastructure include Kitchen Equipment (Cooking Vessels, Stove, Steam Boilers, Exhaust System), Service Utensils (Plates, Glasses etc.) and Utilities : Water Coolers, RO Systems, Hot-water supply line, Refrigerator etc.

#### **A. Procurement Logistics :**

Procurement of mess infrastructure and Utilities is a very critical and responsible task on mess administration staff, considering the volume and value of the items. It involves good planning, time and effort right from : receipt of indent from hostel, finalization of material specifications, Floating enquiries, preparation of comparative statement, vendor selection & negotiation (on price, delivery and payment terms) forwarding note file to Chief Mess Warden, release of Purchase/Work Order, follow-up for material delivery, receipts and entry of items in Fixed Assets Register, forwarding note file along with bills to Mess A/c for release of payment to the suppliers.

#### **B. Maintenance Logistics :**

Over a period of usage Kitchen Equipment and Service Utilities require periodical maintenance and repairs including painting of dining hall furniture. Mess Care Taker is expected to carry out a thorough inspection of furniture every year (during summer vacation) with the help of Mess In-charge. A List of damaged furniture is to be prepared and forwarded to Head – Hostel Administration who in turn will compile, call for quotations from manufacturer/after-sale service agencies, negotiate and obtain approval from Chief Warden to carry out necessary repairs out of hostel budget sanctioned during Financial Year.

#### **C. Maintenance of Utilities (Water Coolers/RO Systems/ & Solar Hot Water & Kitchen Exhaust Systems) under AMC :**

AMC is mandatory for Mess Utilities viz. Water Coolers, Drinking Water Purifiers, Kitchen Exhaust and Solar Hot Water Systems once warranty period is over after purchase i.e. 1 or 2 years. AMC through equipment supplier only is preferred to get right replacement of spares and consumables for proper and timely maintenance. Usually, equipment supplier will provide AMC directly/through their merchandize. AMC will ensure continuous usage of equipment and also a longer life.

(Ref. List of Suppliers for Mess Infrastructure & Utilities)

#### **I.4 Mess Accounting & Procedures :**

Mess Accountant will look after all financial and accounting transactions pertaining to day-to-day activities of all Mess both institute-run and outsourced under overall supervision of The Accounts Officer. Chief Mess Warden will be the controlling and approving authority for all mess activities (both finance & administration) duly assisted by Mess Warden, Mess Care Taker & Head – Hostel Admin.

(Ref. Document on Mess Accounting Procedures)

##### **1.4.1 Financial Transactions :**

All financial transactions pertaining to IIIT Students Mess A/c are operative through campus bank a/c (Collection of Mess Advance from students, Payment to vendors, catering service providers of institute-run mess and outsourced, settlement of student a/c i.e. recovery dues/refund of mess balance)

##### **1.4.2 Statutory Audit (Internal & External) :**

Students Mess A/c is subject to statutory audit (both by internal & external auditors) periodically for the Financial Year. A balance sheet on mess revenue vs. expenditure will form part of the Institute Main Accounting System. Audit queries raised during the financial year, will be formally replied by the Mess Accountant with a review and approval by the Chief Mess Warden in a stipulated time.

**International Institute of Information Technology  
Gachibowli Hyderabad – 500 032.**

**Mess Accounting Procedures**

<b>S. No</b>	<b>Nature of Transaction</b>	<b>Procedure to be Implemented</b>
<b>01</b>	Purchase of Grocery, Rice, Oil & Other Kirana Items	<ol style="list-style-type: none"> <li>1. Every Month, an estimate item-wise has to be prepared taking into account month-end closing stock by NBH/YK Mess Manager/Supervisor and forward to Hostel Admin thro' Mess Care Taker by 1<sup>st</sup> of the month.</li> <li>2. Procure material from established/regular supplier and ensure material arrives in respective mess by 5<sup>th</sup> of the month considering the storage space of the Mess.</li> <li>3. In emergency, some items can be purchased in retail locally with prior intimation to Hostel Admin. Office/Mess Care Taker but not very often.</li> </ol>
<b>02</b>	Material Receipts	<ol style="list-style-type: none"> <li>1. Material Receipts to be accounted after physical verification of quantity item-wise including retail purchases locally in the presence of Mess Care Taker/ AM-HA.</li> <li>2. All materials received to be kept in Storage area item-wise clearly identified in containers/drums/bags to facilitate issues to material indenting personnel in kitchen.</li> </ol>
<b>03</b>	Inventory/Stock Register	<ol style="list-style-type: none"> <li>1. All items to be entered into Material Inventory/Stock Register by the store keeper of respective Mess on day-to-day basis with closing/opening balances every month, Material Receipts and Issues.</li> <li>2. Stock Register is to be verified and signed by Mess Care Taker every week.</li> <li>3. Physical stock verification is to be carried out and duly signed in the Stock Register by Mess Care Taker twice in a month i.e. on 15<sup>th</sup> &amp; 30/31<sup>st</sup>.</li> </ol>
<b>04</b>	Material Issues	All materials viz. Grocery, Rice, Oil, Kirana items etc., asked by Kitchen Staff for preparation of food in the mess, are to be issued on daily basis duly recorded in Material Register and to be signed by both the person - who issued materials and the person who received it.
<b>05</b>	Purchase of Vegetables, Fruits & other miscellaneous items	Items of perishable nature & other miscellaneous items are to be bought twice/thrice a week, for which petty cash advance (Imprest Money) will be provided by Hostel Admin.
<b>06</b>	Procurement of milk	<ol style="list-style-type: none"> <li>1. Milk procurement is through regular local supply source by each mess independently.</li> <li>2. Quantities of milk receipts are to be recorded on daily basis in a register which should be signed by both the persons - who delivered milk and who received it. Mess Care Taker to</li> </ol>

		authorize.
<b>07</b>	Procurement of LPG	LPG procurement is through regular established Dealer of both NBH/YK Mess independently.
<b>08</b>	Imprest (Petty Cash)	<ol style="list-style-type: none"> <li>1. An Imprest Advance of Rs.40,000/Rs.50,000 (depending on the need) to NBH Mess and Rs.20,000/- to Yuktahar will be provided by Hostel Admin. per week towards purchase of vegetables/fruits/ other perishable items and to meet other miscellaneous expenses.</li> <li>2. Respective Mess Manager/Supervisor are to submit a statement accounting all the above expenses incurred along with all supporting Vouchers/Bill, duly approved by AM-HA to Mess Accountant for verification and seeking fresh advance.</li> <li>3. Next advance will not be released with out settlement of previous advance.</li> <li>4. However, exception will be made to release some advance amount to take care of catering services for any Specific Events with special approval by CMW.</li> <li>5. After satisfying with compliance of previous imprest advance further advance will be released within 1-2 working days of submission of Imprest Statement for the previous week.</li> </ol>
<b>09</b>	Submission of Suppliers Bill for payment	<ol style="list-style-type: none"> <li>1. Respective Mess Manager/Supervisor, after receipt of material, physical verification and entry in to Stock Register, should submit the Bill mentioning the Stock Register Page No against each item received, duly certified by Mess Care Taker/ AM-HA within 2-7 days to Mess Accountant for Payment.</li> <li>2. Mess Accountant will process the bill for payment and release cheque (A/c Payee) to the Supplier within 2-3 working days (exclusive of Week end/ Institute's Holidays).</li> </ol>
<b>10</b>	Submission of Milk Bills	Milk Bills duly mentioning Page No. of Register (Receipts) duly certified by Mess Care Taker to be submitted in 1 <sup>st</sup> Week of next month by both Mess Supvr/Manager for payment.
<b>11</b>	Submission of LPG Bills	LPG Bills are to be submitted once a week by Mess Manager/Supervisor to Mess Accountant duly authorized by AM-HA.
		Execution Responsibility for Transactions: 1 to 11: Mess Manager/Supervisor through Mess Care Taker. Approving Authority:AM – HA.
<b>12</b>	Cash Sales in Mess & Remittance	<ol style="list-style-type: none"> <li>1. Any cash collected for supply of BF, Lunch &amp; Dinner is to be recorded in a Register provided.</li> <li>2. Cash Sales Register to be maintained free of any corrections or over-writings by the Mess Manager/Supervisor of YK/NBH Mess. In case of any correction, it should be authorized by Mess Care Taker/AM-HA.</li> <li>3. Daily Cash received in Mess Counter has to be remitted to</li> </ol>

		<p>Mess Accountant the very next day from Monday-Friday duly authorized by AM-HA.</p> <p>4. However, Saturday followed by week-end and any intervening Institute's holiday, it should be remitted on the following working day.</p> <p>5. Any deviation on this will be viewed seriously leading to a Penalty @ Rs.500/day.</p>
<b>13</b>	Receipt of Cash against Mess Bill from Faculty, Staff and Others & Remittance	Receipt to be issued for all Cash collection against Mess Bill and same to be remitted to Mess Accountant on next working day.
		Execution Responsibility of Transactions 12 & 13: Mess Mgr/Supvr. Approving Authority: AM – HA.
<b>14</b>	Verification of Bills/Imprest Statements and payment process	<p>1. All Bills/Imprest Statements will be verified and a note to be put up by Mess Accountant for release of payment for approval by AM-HA and MW.</p> <p>2. Upon receipt of bills and payment process, Mess Accountant will release payment within 2-3 working days and in 1-2 days in case of Imprest.</p>
<b>15</b>	Custody of Receipt Books & Mess Records	<p>1. Mess Accountant is the custodian of Mess Records and Receipt Books.</p> <p>2. A Movement register will be maintained for issue of Cash/ Stock Registers and Receipt Books which contains entries of issues and receipt of used books/registers to the respective Mess personnel. All used Registers/Receipt books will be returned to Mess Accountant by the respective Mess personnel and collect fresh ones.</p>
<b>16</b>	Preparation of Bills towards catering for RCs/Workshop Events	<p>1. Food will be served to Research Centres/Workshop Events by respective Mess based on E-Mail forwarded by the Indenter through AM-HA.</p> <p>2. Upon receipt of details from Mess Incharge after the event, Mess Accountant will raise bills and forward to the concerned.</p>
<b>17</b>	Reconciliation & Follow-up of bills for payment	<p>1. Mess Accountant, once in a month will prepare a Statement of all bills raised during the month Vs Payments received and follow up on bills unpaid with concerned billed centres.</p> <p>2. Mess Accountant will inform AM-HA on overdues enabling control of bad debts.</p>
<b>18</b>	Preparation & sub-mission of Financial Statement of NBH & YK Mess	Mess Accountant will submit a Financial Statement on Mess operations giving the Net Profit/Loss of the respective mess of previous month by 4th of Every month to MW and CMW.
<b>19</b>	Reconciliation of Monthly Sales Revenue V/s Collection	Mess Accountant will keep a track of Monthly Sales Revenue pertaining to Cash Transactions of NBH/YK Mess Vis-à-vis collections and Remittance and give periodical feed back to AM-HA and CMW.



	Remittance	
<b>20</b>	Internal/External Audit Feedback	Periodical audit being carried by both Internal and External Audit Team on Mess operations, feedback is to be submitted to CMW by Mess Accountant for corrective actions & streamline.
		Execution Responsibility of Transactions from:14-20 Mess Accountant duly controlled by Manager – Finance.

**Document Ref:** IIITSM/CMW-DMAP/2012/04-01

**ate:** 24/04/2012

### **I.5 Mess Infrastructure Fund (CER – Capital Equipment Recovery) :**

In 2008, Chief Mess Warden, in consultation and approval from The Director, has introduced the concept of “Mess Infrastructure Fund”. The main objective is to repay all the expenses on Procurement of Mess Infrastructure and Expenses incurred towards Mess Major Maintenance & Repairs (Civil & Electrical) by the Institute from Mess Revenue by recovering some fixed amount on total number of meals served by each mess during the month. This also ensures that campus Messes are run on self-earned funds only.

**I.6 Mess Staff Salary Administration – PF & ESI Coverage :**

Monthly Salaries to Institute-run Mess Staff are directly paid by Mess A/c through the Service Providers. Chief Mess Warden with the help of Mess Care Taker & Head – Hostel Admin. will review the Mess Staff (in categories of Cooking, Service and Supervisory) salaries annually and maintain parity as per the Minimum Wages of Labour Act. Leave and all statutory requirements viz. PF & ESI coverage will be strictly adhered to. (Ref. document on PF & ESI benefits for Mess Staff in the following pages). An allocation is made in Mess Budget every year towards Mess Staff Welfare Expenses to cover any unforeseen expenditure on a/c of medical and other reasons.

IIIT STUDENTS MESS  
Gachibowli, Hyderabad – 500 032.  
Document Title : Mess Staff Statutory Benefits : PF & ESI

Ref:IIITSM/CMW-MSSB/2014-15/09-01

Date: 01/09/2014.

It is the Employer's responsibility to ensure that his staff are covered under Employee's Provident Fund (EPF) & Employees Insurance Scheme (ESI) which is a statutory requirement. In case of contractual employment, Principal Employer should ensure that the contractor who will provide manpower necessarily complies with these statutory benefits for his employees.

For Institute-run mess (South, NBH & Yukthahaar), staff are arranged by the service provider. The mess staff salaries are paid to the contractor every month by IIIT Students Mess, which include PF @ 12% of basic salary & ESI @ 6.5% of gross salary. In case of out-sourcing mess, caterer is responsible to comply with statutory requirements of PF & ESI as per agreement terms.

Following are the guide lines pertaining to EPF & ESI : (For Institute-run Mess)

**a) EPF :**

In accordance with Employees Provident Funds Act 1952, a deduction of 12% of Basic Salary is applicable towards employee's contribution and a matching contribution is also deposited by the employer i.e. 3.67% to employee's PF a/c and 8.33% to employee's Pension Fund a/c (subject to a maximum basic salary of Rs.6,500/Month which is being revised to Rs.15,000/Month w.e.f. Sep'14) every month. At present, entire PF contribution is from employee's a/c only. But, w.e.f. from 1<sup>st</sup> January'15, suitable adjustment will be done in finalizing annual increment which will take care of employee and employer's contribution and account separately as per PF norms.

**a) ESI :**

As per provisions of Employees State Insurance Act 1948, ESI contribution @ 6.5% is applicable on staff those who are drawing a gross salary upto Rs.15,000/month. The contribution thus made will be deposited by the employer to ESI Corporation every month towards medical insurance coverage of the staff. Out of 6.5% of employee's monthly gross salary, employee will contribute @ 1.75% and balance 4.75% will be from the employer. From this contribution remitted by the Employer every month to ESI Corporation, employee will be eligible to get treatment & medicines from nearby ESI Dispensaries for self and all his family members (spouse, children & parents). In case of sickness or an accident, employees will be eligible for hospitalization treatment and also for payment of leave salary (on a/c of absence for duty) from ESI Corporation. W.e.f. 1<sup>st</sup> February'14 NBH & YK Mess Staff were covered by the Contractor under ESI Scheme. To this effect, NBH, YK & South (w.e.f. 1/08/14) Mess Staff will be issued ESI ID Cards to avail medical benefits under the scheme.

The above two schemes i.e. EPF & ESI will be implemented by the respective mess contractors without fail. To this effect, they need to submit copies of monthly Returns duly acknowledged by the PF & ESI authorities to the Mess Accountant along with their catering bills every month.

It is the responsibility of Mess Care Taker to ensure that the respective contractors including outsourcing caterers comply with the above requirement. Also, Head – Hostel Admin. will oversee the mess staff PF & ESI activities from-time-to-time and if necessary, through a periodical audit.

Mess Care Taker

Head – Hostel Admin.

Mess Warden

Approved By: Chief Mess Warden

## **I.7 Mess Inventory Management :**

IIIT-H Students Mess will provide all mess infrastructure viz. Kitchen Equipment, Service Utensils, Dining Hall Furniture (Food Service Counters, Tables & Chairs) and Utilities (Water Coolers, Deep Freezers etc.) to the catering service providers (both for Institute-run Mess & Outsource) at the time of contract & commencement of mess operations. All such items will be worth of Lakhs in terms of money value and a lump sum of Security Deposit will be paid by him in the beginning of the contract . As a business practice, a list of items will be prepared by the Mess Care Taker and service provider will formally sign and return the document duly acknowledging receipt of the items in his possession. Service provider of the respective mess will be accountable to return the items in as is where is condition at the time of expiry/cancellation of his service contract with IIIT-H.

However, for all practical purposes a document on Inventory Management was drafted with guide lines and circulated to Respective mess service providers in Sep 2014 (Ref. document in the following page). Mess Inventory Policy suggested Mess Care Taker to carry out Mess Inventory Audit at the end of every for each mess, prepare a list of loss/damaged items and forward to Mess Accountant duly authorized by Chief Mess Warden to recover from caterer.

## IIIT, Hyderabad Student Mess

### Document on Inventory Management : Policy on Recovery or Replacement of Damaged/Lost Items

Ref: IIITSM/CMW-DOMIM/2014-15/09-01

Date: 30/09/2014.

#### Purpose:

To give clarity to Mess Administration Staff in Implementation of Guide Lines stipulated for Mess Inventory which is handed over to Caterers at the time of take over, and their accountability in handling the items and return to the Mess Authorities.

#### Objective:

- a) Mess Admin. Staff are suggested to carry out periodical inventory audit in the respective mess once in six months i.e. during semester breaks after Spring & Monsoon Semesters, ascertain whether the items missing are damaged due to normal wear & tear or lost due to negligence of caterer's working staff and submit a detailed report with recommendation of suitable course of action for a review and final decision by the Chief Mess Warden.
- b) Also, to provide Mess Infrastructure Depreciation Reserve Fund @ 20% of the Capital Asset Value per annum. This will be utilized for maintenance & repairs, and for purchase of new equipment in future. Value depreciation will be calculated using straight line method i.e. 20% calculated over purchase value.

Following are the guide lines to carry out Mess Inventory Audit:

Sl No	Description of Mess Infrastructure/ Inventory	Anticipated Life of Asset	Justification	Responsibility of the Service Provider/Caterer
A	Kitchen Equipment: a) Cooking Stoves b) Atta Kneaders c) Steam Cookers d) Grinders e) Flour Mills	5-7 years 4-6 years 3-4 years 3-4 years 4-6 years	Usage is regular and the book value becomes '0' as per the life time indicated. Condition of the equipment is dependant on periodical maintenance i.e. once in 4-6 months. It is better to replace the equipment after completion of the life time, as it starts giving frequent operational problem.	In case of malfunction of any of the items or when periodical maintenance is due, it should be promptly informed to the Mess Care Taker.
B	Service Utensils :			

	a) Cooking Vessels	3-4 years	Usage is regular	In case of damage, it should be reported immediately.
	b) Plates, Glasses, Kattories etc.	3-4 years	Usage is regular, more wear and tear, and higher chances of operational loss	5% of the quantity per year is provided for operational damage/loss. It is necessary to keep damaged items for evidence.
	c) Service Dishes, Plates, etc. meant for events	4-5 years	Since these items are used during events, usage is less frequent.	2% of the quantity per year is provided for operational damage. It is necessary to keep damaged items for evidence.
	d) Spoons, serving spoons	2-3years	Regular usage, chances of loss/misplacing is high.	25% of the quantity per year is provided for operational damage/loss. However, service provider should make all possible efforts to prevent loss/misplacement.
<b>C</b>	<b>Utilities &amp; Facilities (Infrastructure) :</b>			
	a) Water Coolers, Freezer, etc	5-6 years	Regular usage, but limited physical movement.	Regular cleaning.  In case of malfunction of any of the equipment or when periodical maintenance is due, it should be promptly informed to the Mess Care Taker.
	b) Electrical Fixtures : Lights, Fans & Exhaust Fans & Kitchen Exhaust System			Regular cleaning.  In case of malfunction of any of the equipment or when periodical maintenance is due, it should be promptly informed to the Mess Care Taker.

#### **Recovery Norms for losses:**

In case of loss due to operational negligence (beyond provisioned operational losses mentioned above), value of the item will be recovered from the caterer/ service provider on pro rata basis, after depreciation.

**Head – Hostel Admin.**

**Mess Warden**

**Chief Mess Warden**

**Prepared By:**

**Approved By:**

**HEAD – HOSTEL ADMIN.**

**CHAIR - CoW**

## **I.8 Catering Services to Campus Events :**

Apart from regular catering services to campus residents from Institute-run Mess (South Mess, Yuktahaar Kendra and Kadamba Nivas Mess), food arrangements are also available for guests of Institute-sponsored/organized events viz. Seminars, Human Value Programs etc. Event organizers are required to co-ordinate on this with Mess Admin. (Care Taker/Mess Warden/Head – Hostel Admin), and direct interaction with Mess In-charges are to be avoided. Communication on catering services with Mess Admin. can be through E-Mail specifying the details viz. number of guests, date of event and time at which food arrangements are needed. The rates (subject to revision from time to time), menu and other details are available in the following page. At the end of the event, Mess A/c will raise the bill towards catering services and forward to the concerned (event organizer is expected to take responsibility on payment) to receive payment through cheque in favour of “IIIT Students Mess A/c”. Payment by event guests/participants directly to mess is to be discouraged just to avoid any possible confusion/ambiguity.

(Ref. Document on Catering Service Menu & Rate)



**INTERNATIONAL INSTITUTE OF INFORMATION TECHNOLOGY**  
**GACHIBOWLI, HYDERABAD – 500 032.**  
**Institute-own Mess**

**Details of Lunch/Dinner (Menu & Rate) applicable for catering requests received from  
 RCs/Institute during various events**

<b>S.N.</b>	<b>Description</b>	<b>Rate (Rs./Plate) w.e.f. 25/07/2015</b>
01	<b>Menu Option-1:</b> NBH Menu + Green Salaad, Papad & Sweet or Ice Cream	<b>100/-</b>
02	<b>Menu Option-2:</b>	<b>175/-</b>
	Menu: 1. Soup (Tamato OR Sweet Corn) 2. One of (Tandoori/ Rumali/ Palak/ Methi Roti) & Pulka 3. Rice variety: One of (Jeera Rice/Veg Biryani/Green Peas Pulav/Veg Fried Rice) 4. Plain Rice 5. 2 Curries (1 Dry/1Gravy) 6. Dal: one of (Tomato/Cucumber/Palak/Dall Fry) 7. Sambar 8. Raita 9. Curd 10. Green Salad 11. Grind Chutney & Pickle 12. Papad 13. One of (Dahi Wada/Masala Wada/Veg Cutlet/Palak Pakora) 14. Sweet: one of (Rice Kheer/Semia/Gazar Halwa/ Double-ka-Meeta/ Gulab Jamoon ) 15. One of (Ice Cream/Fruit Salad/Custard) 16. Paneer dish: If you opt for it, one curry (from item 5) and one sweet option (item 13 or 14) will be removed If number is small, we may not be able to serve Tandoori Roti.	
03	<b>Menu Option -3:</b>	<b>250/-</b>
	1. Soup 2. One of (Tandoori/Rumali/Palak/Methi/Aloo Paratha) & Pulka 3. One of (Veg Biryani/Veg Fried Rice/Green Peas Palauv/Jeera Rice/Rice Pongal/ Bisibela Bath with Boondi or Chips.) Will use Basmati Rice. 4. Plain Rice 5. 2 Curries (1 Dry & 1 Gravy) 6. Dal: One of (Dal Fry/Dal Makhani/Tomato Dal/	

	<p>Cucumber Dal/ Dal Palak)</p> <p>7. Special Vegetable: One of (Bagara Baigan/Palak Paneer/Mirchi-ka-salaan/Chole Chana/Aloo khoorma/Kadhi-pakodi /Malai Kofta)</p> <p>8. One of (Sambar/Rasam/Majjigapulusu)</p> <p>9. Raita</p> <p>10. Curd</p> <p>11. Green Salad</p> <p>12. Sprouts: One of (Baked - Pally/Green Moong/Chana)</p> <p>13. Grind Chutney &amp; Pickle</p> <p>14. Hot Items – Any 2 of (Dahi wada/Masala Wada/Palak Pakoda/Veg Cutlet/Veg Manchuria/Veg Kabaab/Paneer Tikka/Finger Chips)</p> <p>15. Sweet Items – Any 2 of (Rice Kheer/Semia Kheer/ Kaddu-ka-Kheer/ Rava Kesari/Boondi Laddu/ Double-ka-Meeta/ Gulab Jamoon/ Hot Jilebi/ Khubani-Ka-Meetha)</p> <p>16. One of (Ice Cream/Fruit Salad/Custard)</p>	
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**Doc.Ref:IIITSM/CMW-SCMR/2015-16/07-01**

**Date: 20/07/2015.**

- Note:**
1. We request you to adhere to one of the above options. **Customization outside the above options is not possible operational reasons.**
  2. **Any special service arrangements (canopies, landscaping etc.) to be paid extra on actuals.**

**Sd/-**

**Dr Suresh Purini**

**Chief Mess Warden**

## I.9 Mess Budget & Imprest Management :

A forecast is required every year (**Financial Year : Apr to Mar**) to seek Funds from Finance Dept in the form of Budget in order to meet mess expenditure viz. Mess maintenance & repairs including distemper, procurement of Mess infrastructure, AMC coverage for Utilities Maintenance (Water Coolers, RO Systems, Solar & Kitchen Exhaust Systems), Dining Hall furniture repairs and so on. Maintenance of electrical, plumbing and carpentry etc. of routine nature will be taken care of in imprest (petty cash expenditure) which is part of Mess Budget.

Towards the above, Head of Hostel Administration will initiate a Budget proposal every year in March, in consultation with Mess care taker, Mess Accountant and Warden. With a final review and Approval by The Chief Mess Warden, Mess Accountant will submit the copies of approved Budget to The Accounts Officer by 3-4 week March.

(Ref. Hostel Budget Vs Expenditure Format) :

### Mess Budget Vs Expenditure for the Financial Year (Apr to Mar) (Abstract)

Sl No	Expenditure Head	Total Budget Rs. Lakhs	Total Expndtr. Rs. Lakhs	Total Balance Rs. Lakhs
<b>1</b>	<b>Imprest Budget (Regular Maintenance):</b>			
	Repairs & Replacements (Electrical, Carpentry & Plumbing)			
<b>2</b>	<b>Mess Staff Welfare Expenses</b>			
a)	Uniform & Shoes			
b)	Medical (Contingency)			
c)	Mess Staff Recreation			
d)	Festival celebrations			
	<b>Sub Total (1 &amp; 2)</b>			
<b>3</b>	<b>Statutory Payments to Mess Staff (per annum)</b>			
a)	Salary Revision (Annual Increments)			
b)	PF Contributions			
c)	ESI Contributions			
d)	Kitchen Service Incentives			
	<b>Sub Total (3)</b>			
<b>4</b>	<b>Mobile Phone Expenses (Mess Admin. Staff)</b>			
<b>5</b>	<b>Civil Works</b>			
a)	Distemping			
b)	Gas Room (Repairs & Maintenance)			
c)	Civil Maintenance&Repairs in Mess (Miscellaneous)			
d)	Proposal for Construction of Additional Mess Facilities)			

Sl No	Expenditure Head	Total Budget Rs. Lakhs	Total Expndtr. Rs. Lakhs	Total Balance Rs. Lakhs
<b>6</b>	<b>Mess Infrastructure and Utilities – Purchase &amp; Maintenance:</b>			
a)	Utensils & Kitchen Equipment			
b)	Tables, Chairs, Racks etc.			
c)	Water Coolers & Drinking water purification Systems			
d)	Coolers/TVs For Dining Halls			
e)	Solar Hot Water Systems (AMC).			
f)	Kitchen Exhaust Systems (AMC)			
	<b>Sub Total (6)</b>			
<b>7</b>	<b>Provision of LED/Emergency Lamps in Mess</b>			
<b>8</b>	<b>Contingencies</b>			
	<b>Grand Total (1 to 8)</b>			
	<b>Total Sanctioned Budget for FY: (Rs. in Lacs)</b>			