

MESS RULES AND REGULATIONS
KANCHENJUNGHHA MEN'S HOSTEL
(Revised on 03/03/2016)

GENERAL MESS RULES & REGULATIONS

1. All boarders of the hostel shall automatically be members of the respective hostel mess.
2. Joining the hostel mess is mandatory for all boarders.
3. No student other than the boarders of the respective hostel will be allowed to take food as guest. In case of emergency written permission has to be obtained from the Warden.
4. Meals and refreshments shall be served in the dining hall of the hostel during the scheduled hours as notified from time to time. No meal or refreshments shall be served to boarders outside the dining hall except with the permission of Warden in case of illness.
5. Boarders shall not take any hostel utensil out of the dining hall except with the permission of the Warden.
6. Boarders shall refrain from entering the dining hall without being appropriately dressed.
7. Guest of a boarder may be allowed to take meal in the mess by payment of a charge determined from time to time by the Mess Committee. The mess manager should be informed of the matter at least three hours earlier.
8. Day scholar may also be allowed to join the mess by paying a certain charge to be determined from time to time by the Mess Committee.
9. All boarders shall pay their mess dues on or before 15th day of every month. Receipts shall be issued at the time of payment and boarders are advised to retain the receipts till the end of each semester. For special months decision of the warden will be final.
10. Failure to pay the mess dues on or before 15th day of each month attracts additional charges as notified from time to time. For special months decision of the warden will be final.
11. Prefect, Assistant Prefects, shall pay 25% and Mess committee members shall pay 35% of mess dues for a month. Mess managers are exempted from paying the mess dues of the particular month, however if the mess faces deficit, or any discrepancy found, mess managers shall pay full mess dues of the month including fine imposed by the warden.

DUTIES OF MESS COMMITTEE

1. There shall be a Mess Committee consisting of Hostel Warden as Chairman, Assistant Warden, Prefect, Assistant Prefect (s), and student representatives to the Mess Committee as nominated by the Warden.
2. The term of office of the Mess Committee shall be for one semester and that of the mess manager generally is not more than one month.
3. The Mess Committee shall nominate normally two boarders for each month as mess managers. Generally, the nomination of mess managers shall be on the basis of menus submitted by boarders willing to act as mess managers. If no application for mess managers is received then the mess committee can nominate any boarder of the hostel as mess manager.
4. The mess committee shall be responsible for ensuring smooth & timely operation of the mess and also verify the quality of food being served in the mess. The mess committee shall ensure that the menu proposed by the mess managers is strictly followed.
5. The mess committee shall review the mess account & bills submitted by the mess managers on the last of each month. The nomination of mess managers and determination of mess dues for the upcoming month shall also be executed by the mess committee during this meeting.
6. Any suggestion for improvement of food quality should be conveyed to the mess committee. If no satisfactory action is taken by the mess committee, boarders can approach the Warden with written application.
7. Mess committee can nominate any boarder as external auditor for that month. Mess auditor will be given rebate in mess dues for the number of days he served

DUTIES OF MESS MANAGERS

1. Boarders willing to act as mess managers shall submit a menu to the office of warden as no. The menu should be prepared in a way that it is nutritional, within the hostel mess budget and represent the food habits of all boarders.
2. The mess dues/guest dues/meal mess dues shall be collected by the mess managers against valid receipt. The mess committee shall verify all the mess dues collected on daily basis and arrange to deposit the sum in designated bank account of the hostel.
3. The mess managers shall keep a daily stock of the mess store and arrange for the procurement of the required items from approved vendors only. The mess managers shall verify both the quality and quantity of items being supplied by the vendors and any discrepancy found should be immediately reported to the mess committee.
4. Payment to all vendors shall be made quarterly only through cheque and the mess managers shall not make any cash payment. Payment to LPG vendor shall be made through cheque on delivery. However cash payment for miscellaneous items e.g. sweets, disposable crockery, fruits etc. is possible only against valid receipt. For urgent cash payments the mess managers may request to withdraw a fixed sum from the hostel bank account only once in a week.
5. The mess managers should frequently review the budget and shall be held accountable for any deficit in the mess budget. Inordinate amount of deficit shall be treated as gross negligence of duty on part of the mess managers. In such cases, the mess committee shall recover the amount they deemed to be fit from the mess managers.

HOSTEL MESS DUES REBATE RULES

1. Rebate on mess dues is applicable only if the boarder is absent from the hostel for more than three days by submitting the hostel leave record to the warden office duly signed by the competent authority prior to the leave.
2. If the leave is granted the rebate shall be given as mentioned below.

Sl. No.	Number of days on leave (days)	Rebate per day for all the days of leave (in Rs.)
1	4-8	30
2	9-15	40
3	Above 15	50

3. Any boarder unable to pay the mess dues due to unavoidable circumstances may write an application to the warden in that particular month itself, later it will become invalid. Application shall be verified by the office of Warden, if it is found valid additional time will be given to pay the mess dues.
4. However fine will be collected if the application is submitted after the last date of paying the mess dues for that particular month. Fine will be collected till the date mentioned on the application.
5. In any other case decision of the Warden will be final.