

MESS RULES AND REGULATIONS KANCHENJUNGHHA MEN'S HOSTEL

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 refrain from entering the dining hall without being appropriately dressed.
6. 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.
7. 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.
8. Boarders shall not take any hostel utensil out of the dining hall except with the permission of the Warden.
9. All boarders shall pay their mess dues on or before 10th 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.
10. Failure to pay the mess dues on or before 10th day of each month attracts additional charges as notified from time to time.
11. Half mess dues can be collected from boarders staying a maximum of 15 days in the hostel within a particular month. However to avail this facility a boarder must obtain leave approved by competent authorities and intimate the same to the mess convener prior to proceeding on leave. Boarders staying for more than 15 days shall pay full mess dues. Boarders staying for a maximum of three days within one month shall pay guest dues instead of regular mess dues.

12. Prefect, assistant prefects, mess convener and mess managers shall pay Rs. 200.00 (Rupees two hundreds only) as mess dues for a month. However if the mess faces deficit, mess managers shall pay full mess dues of the month. Members of mess committee are eligible for exemption of 25% mess dues.
13. A component of Rs. 20 per boarder shall be included in the mess dues collected towards hostel development fund. Apart from the mess dues/guest dues or any fine levied by competent authorities, no other dues shall be collected from the boarders.

DUTIES OF MESS COMMITTEE

1. There shall be a Mess Committee consisting of Hostel Warden as Chairman, Assistant Warden, Prefect, Assistant Prefect, Mess Committee Convener and six members nominated by the Warden.
2. The term of office of the Mess Committee shall be for one academic year 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 and any exception has to be approved by the mess convener.
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 convener or mess members. If no satisfactory action is taken by the mess convener or mess members, boarders can approach the Warden with written application.

7. If the mess has cash surplus in a month, maximum 25% of the surplus cash will be transferred to hostel development fund. Remaining part will be transferred to the next month's mess.

DUTIES OF MESS MANAGERS

1. Boarders willing to act as mess managers shall submit a menu to the mess convener. 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 convener 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.

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Kanchenjunga Men's Hostel

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