|  |  |
| --- | --- |
| **Pearson Pally Research Scholar Boys Hostel (PPRS)** | |
| *“It is mandatory for all to follow all the rules of the kitchen equally”* | |
| **Kitchen Rules:**   1. Every border of the hostel must act as the manager of the kitchen for a month at least. If anyone refuses to take responsibility of the kitchen then he is obligated to pay a fine of Rs. **5000 / -**. 2. Everyone must pay Kitchen Advance by the 10th of every month.  * **Lunch and Dinner Advance Fee 2000 /-**, * **Lunch Only or Dinner Advance Fee 1500 /-**   If Kitchen Full Advance is not paid within above mention dates, then his **Meal will continue off** and a fine of **100 / -** may be imposed.   1. No other person can take your meal in your place. Anyone taking meals with your name will be added as a Guest meal in your meal sheet. 2. Taking extras without informing the person on duty or Managers is strictly prohibited. Anyone caught doing this malpractice will face disciplinary charges of Rs.500 / -. 3. Every **NON-HOSTEL BORDER** is responsible for checking if he is properly presented in Meal List. Duration of duty  * **At lunch duty is from 12:30 PM to 2:00 PM.** * **At dinner duty from 9:15 PM to 10:30 PM.**   If anyone does not perform his duty, he will have to pay a disciplinary charge of **Rs. 300 /-.**   1. Every NON-HOSTEL boarder is responsible to let the manager know whether they are going to take meals for the month or any kind of special preferences (e.g. Non-Egg/Non-chicken/Non-Fish etc.), within day **3rd of that month**. Failing so, his name may be deleted from Meal Sheet. No more corrections for that month will be accepted after that. 2. Within 3 days after the Meal Checklist is issued, each Kitchen Border is at its own responsibility to check the meal list.No correction is acceptable after the final meal list is released. 3. Every kitchen border must have their due cleared within **5 days** of the final meal list. Failing to do that his meal will discontinue. 4. If someone is willing to take meals as a Guest or a Self-Guest, he has to enter the name of Meal ON-OFF copy. 5. The Kitchen cannot remain close without special reason. 6. Every manager has to make Meal Checklist by the 2nd of next month and within the 5th they need to publish the final meal. The managers are obligated to clear all dues within 5 days after the release of the final meal list. | |
| ***The help of everyone to properly maintain the kitchen is highly solicited and appreciated.*** | |
|  | |
| **By Student Warden** | **By Kitchen Secretary** |