

Regulations For Well Maintenance Of Hostel Environment

Decision Taken On GB Dated 05/08/2019

1. Guest coupon should be settled immediately after come to notice of managers. Before starting of lunch/dinner timings, all guest coupon should be handed to the valid owners. Any time during lunch/dinner any member of the prefect committee along with the mess prefect can check the coupon book from the managers.

If any of the coupon remained unsettled managers will be fined rs.70 per coupon at once. So, all of the present and future mess managers are here by instructed to settle down the guest coupons within time.

2. The no of guest coupon settled per day for both lunch and dinner, should be mentioned clearly on both meal on/off register book and also on specific register for guest coupon serially and with date & time.
3. Managers are advised to sign their corresponding register within every 2 days from the auditors. In case of absence of auditors, any other members of the prefect committee excluding the managers' floor's bound to signature with thorough checking.
4. Meal availability timings:
Morning :- 01:00 pm (tentative for winter)
Night :- 11:00 pm (tentative for winter)
5. Food menu can be changed once in a month.
6. Regulations for GRAND FEAST
 - Maximum limit for,
Chicken :- Extra 2.5kg Mutton :- Extra 1kg
Misti :- 20pcs

If any violations of these rule take place, managers will be fined.

- Taking meals to room on grand are strictly prohibited (can be loosen on special terms; such as- out of hostel, etc)
7. Excluding of exam months or inevitable or unavoidable reasons, the hostel prefect committee will be bound to complete the audit of the corresponding floor within 10th of the next month and all boarders are bound to completely clear

their meal charges within 20th of that month, unless he will be fined rs.10 from 21st every day and after a certain time his meal will be permanently off.

8. Hall day and swaraswati puja charges (approx rs.1500) will be deducted near about rs.150 per month, from the ongoing month. All boarders are advised to paid that charge and collect a slip from corresponding floor pita. They have to show that slip to steward before clearing their regular meal charges, unless meal charge will not be taken by steward. So, all boarders have to clear both meal charge and the hall day charges before 20th of the corresponding month. Hall day charges collected in a month, will be deposited in hostel bank account through maintenance prefect at the end of every month.
9. It is our responsibility to maintain a clean and healthy environment in the hostel premises. So, all boarders are requested to put all their debris in a certain place or dustbin of your floor.
10. If a boarder found leaving from hostel remained his meal on, he will be fined rs.100. Taking meals to room are strictly prohibited excluding inevitable cases.
11. In case of any type of guests, corresponding boarder are requested to inform maintenance prefect, at least inform any of the prefect member or the floor pita.
12. Any utensils or other commodities related to dining hall, if found on any of the floors, then the corresponding floor will be fined.