

RULES AND REGULATIONS GOVERNING HOSTEL ADMINISTRATION



**Maulana Azad National Institute of Technology,
Bhopal (M.P.) - 462051**

PREFACE

Maulana Azad National Institute of Technology is a premier institute of national importance. At present, approximately 2000 students reside in institute hostels. General rules and regulation governing hostel administration are outlined and discussed in this booklet for uniform and transparent handling of the various issues related with the hostel sector. In this sense, this booklet will serve as basic framework for administration of the hostel sector.

In case of difficulty in interpretation of any rule or regulation, clarity may be sought from Chairman Council of Wardens, who will resolve such issues in consultation with Dean Students' Welfare and Director.

Director MANIT reserves the right for changes and additions in the rules and regulation as and when required.

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1. HOSTEL ADMINISTRATION

- 1.1 The following officers/staff constitute the Hostel administration:
 - a) Chairman - Council of Wardens
 - b) Senior Warden
 - c) Warden
 - d) Mess Supervisor
 - e) Caretaker
- 1.2 The Chairman - Council of Wardens, to be appointed by the Director in consultation with Dean (SW) amongst the professor/Associate Professor of the Institute or amongst the senior wardens of the various hostels for a period of 2 years. There will be a furnished office of the Chairman Council of wardens, and he will be assisted by an office assistant and a helper for day-to-day functioning.
- 1.3 Senior Warden to be appointed by the Director in consultation with Dean (SW) and Chairman, COW amongst the Associate Professor/ Assistant professor of the Institute for a period of 2 years.
- 1.4 Wardens to be appointed by the Director in consultation with Chairman, COW and senior wardens of respective hostels amongst the Assistant professor/Senior Lecturer of the Institute for a period of 2 years.
- 1.5 Each hostel is supervised by senior Warden/Warden and managed by Caretaker who will be available in the hostel, in the normal working hours and as per time schedule decided by senior Warden/Warden. Additional honorarium may be given for extra time work as decided by Director/Dean (SW) on recommendation of Chairman, COW. The provision of additional honorarium is not applicable for routine or regular nature of work.
- 1.6 For day to day working Senior Warden/Warden of the hostel will take decision. If required they may consult Chairman, COW and take his approval. For policy making and under abnormal conditions the matter has to be reported to Director through Dean (SW).
- 1.7 Each mess is administered by the concerned mess supervisor along with the students mess committee under the directions from Warden.
- 1.8 The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.
- 1.9 When an authority is not satisfied by an official/staff working hierarchically below him/her, the monitoring authority can report about such official/staff in writing. Such report should invariably contain details about the cause of dissatisfaction and should be sent to the officer hierarchically above. Any such matter will be finally reported to the Director, and the Director reserves the right to initiate any action as he deems fit for the situation.

2. DUTIES AND RESPONSIBILITIES

General duties and responsibilities of the various post holders in the hostel administration are defined here. If required, the duties and responsibilities are subject to changes at any time with the approval from the Dean Students' Welfare and Director.

2.1 Chairman Council of Wardens

- 2.1.1. Overall administration of all the hostels and office of COW
- 2.1.2. To maintain the coordination of wardens/senior wardens of various hostels for smooth running of day to day routine work of hostel and students' cooperative mess.
- 2.1.3. To act as Chairman of Central Hostel Purchase Committee (CHPC) and to ensure the timely purchase of quality items at reasonable cost for all the hostels.
- 2.1.4. Maintaining data base of students through COW office
- 2.1.5. Making the policy for allotment of hostels to students
- 2.1.6. To ensure discipline in the hostels
- 2.1.7. Implementation of decisions taken by the Institute authorities
- 2.1.8. Assisting Dean (SW) in working related with hostel sector.

2.2 Senior Warden

- 2.2.1. Allotment of rooms to the students as per the guidelines issued by the office of Chairman, COW.
- 2.2.2. To supervise the sports and cultural activities of students in the hostel
- 2.2.3. Regular visit to hostel for better interaction with the students
- 2.2.4. Nominate the students for the central hostel purchase committee (CHPC), mess committee, hostel maintenance committee, Common Room Committee, Cleanliness Committee and other such committees.
- 2.2.5. To give permission to the Guests for residing in the hostel on the request of the students.
- 2.2.6. To supervise the working of hostel staff
- 2.2.7. To solve the day to day problems of the students
- 2.2.8. To deal with the acts of indiscipline of the students.
- 2.2.9. Reporting the cases of serious indiscipline/ragging to the proctorial committee for further action at the Institute level.
- 2.2.10. To ensure the quality of food in the mess
- 2.2.11. To check the various registers and ledgers maintained by the caretaker and mess supervisor from time to time.
- 2.2.12. Communicate with the parents/guardians of the inmates
- 2.2.13. To maintain overall ambiance of the hostel premises

- 2.2.14. To ensure proper maintenance of the rooms and hostel premises
- 2.2.15. To send advance information to the Chairman COW about the monthly estimated bulk requirements of mess items to be purchased through CHPC.
- 2.2.16. To cater to the immediate minor requirements in the hostel through the use of permanent advance.

2.3 Warden

- 2.3.1. To assist senior warden in maintaining hostel discipline and all other works mentioned above.
- 2.3.2. To advise and guide in smooth running of the Mess i.e. display of the menu for the week and maintaining the quality of the food.
- 2.3.3. To sign the cheques to meet the mess expenses jointly with the convener of the mess committee.
- 2.3.4. To check the account of the mess regularly and countersign the entries in various registers maintained by the mess supervisor.
- 2.3.5. Appointment and supervision of disbursement of salaries to mess servants.
- 2.3.6. To maintain the leave record of the students (To keep a watch on the In and Out register specially for first year hostels)
- 2.3.7. To supervise the caretaker in maintaining the stock of the hostel
- 2.3.8. Regular visit to the hostel to solve the day to day problems of the students.
- 2.3.9. Forward all the applications of the inmates of the hostel to the administration or for opening of the bank account, issue of mobile SIM etc.

2.4 Caretaker

- 2.4.1. Occupancy/vacation of rooms to/by the students (Get the signature of the student on the inventory of the furniture, electrical and other items in the room)
- 2.4.2. To ensure proper maintenance of the hostel rooms, common room, toilets, mess and premises i.e. coordination with Electrical maintenance section, building section and sanitary department.
- 2.4.3. Maintain the proper record and recovery of hostel dues and fine fund.
- 2.4.4. To ensure proper water supply and drinking water arrangement in the hostel.
- 2.4.5. To distribute the railway concession form and admit cards to the inmates of the hostel.
- 2.4.6. To keep a watch so that no unwanted student/person resides in the hostel without the permission of the warden.
- 2.4.7. Maintaining the record of the Guest/visitors.
- 2.4.8. Maintain the Hostel stock register

- 2.4.9. Daily report to the Warden/ Senior Warden in the prescribed Performa about the maintenance of the civil and electrical works, discipline of the students, guest/visitor record and any other noticeable information.
- 2.4.10. Supervise the work of helper, gardener, sweeper and security guards.

2.5 Mess Supervisor

- 2.5.1. Preparation of the menu for the week in consultation with the student mess committee. Days for special meals or non vegetarian meals should be fixed and notified to the students.
- 2.5.2. To avoid inconvenience to vegetarians, care should be taken in using separate utensils for veg and non-veg items. Mess workers should be instructed to handle these separately.
- 2.5.3. To accompany the students for the purchase of material which is not covered under bulk purchase through CHPC, at optimum cost for mess.
- 2.5.4. Supervise and coordinate the mess workers
- 2.5.5. To maintain the quality of food
- 2.5.6. To maintain the record of vouchers, stock ledger, mess joining and leaving register and cash book.
- 2.5.7. To prepare estimate of the monthly requirement of items for bulk purchase (e.g. food grains), and to forward it through Warden and Senior Warden, to the Chairman Council of Wardens for purchase through CHPC.
- 2.5.8. Preparation of monthly mess bill to be jointly signed by the convener and the mess supervisor and display on mess notice board.
- 2.5.9. To maintain the attendance register of mess servants and disbursement of their salary with the help of Warden.
- 2.5.10. Maintenance of the stock of utensils, crockery, cutlery, furniture, kitchen and mess fittings, furnishings and equipments.
- 2.5.11. To maintain the proper record of the mess fine fund.
- 2.5.12. Maintain the mess premises in clean and hygienic condition
- 2.5.13. To make available extra items like butter, boiled egg, omelet etc to students during mess timings
- 2.5.14. To make available the sick diet to students on request.
- 2.5.15. To report to the Warden the names of the students who are violating the mess rules and defaulters in clearing the mess dues.

3. ACCOMMODATION

3.1 Hostel accommodation is available to a student, who is registered in the Institute as a regular student. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of Institute will automatically cease to be a member of the hostel.

3.2 No UG student will have a right to occupy a room during vacation. But he/she may be permitted to stay on request, if he/she is doing any course work / project work / Institute work / Hostel work.

3.3 If hostel vacancy is available after allotment to UG students, accommodation will be provided to PG students for a maximum length of the duration of course as approved by the Senate. They can retain their room during odd semester vacation. At the academic year end, they have to vacate the hostel.

3.4 If hostel vacancy is available after allotment to UG students and PG students, accommodation will be provided to Ph.D. scholars for a maximum length of 3 years.

3.5 If hostel vacancy is available, accommodation may be provided to research project staff, based on their request for rooms for a limited period. They are required to pay room rent, establishment charges and any other charges as decided by the Hostel Administration. The project staff residing in hostels is governed by the same rules as are applicable to regular students of the Institute. Project staff availing hostel accommodation is **not eligible for HRA** and should keep the Institute informed about the same.

4. ALLOTMENT OF ROOMS

4.1 At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed **Personal Data Form**. Local Guardian's address and phone number is optional. Email of the student and parent should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel office in writing.

4.2 The Hostel administration will generally provide for each occupant one cot, table, chair and almirah. On arrival a student will report to the Caretaker and will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.

4.3 Room once allotted to a student for an academic year will not be changed, except on special situations with the permission of Senior Warden.

4.4 The Hostel administration, in case of shortage of rooms, can allot more than the capacity of the room.

4.5 If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Caretaker/Warden immediately and should vacate the hostel. If the Hostel administration finds that any hostel resident is not eligible for hostel accommodation and is residing in the hostel without due permission from the Senior Warden, disciplinary action will be taken against such illegal occupants.

4.6 Before vacating the rooms, the electrical installations including the fan should be handed over intact, in addition to the furniture to the caretaker. The student should fill up the Room Vacating Slip in duplicate and take no dues on one slip from caretaker.

5. CODE OF CONDUCT

5.1 All residents are required to maintain standards of behaviour expected of students of a prestigious institution of national repute. They are expected to behave courteously and fairly with every one inside and outside the MANIT campus.

5.2 All residents are required to always carry their valid Identity Cards issued to them by the Institute.

5.3 The rooms, common areas and surroundings of the hostel should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.

5.4 Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment.

5.5 Students should bring to the notice of the caretaker any pending maintenance work (Civil, Carpentry, Electrical, Sanitation) to be carried out in rooms, corridors, toilets or other areas in hostel premises.

5.6 Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the maintenance work.

5.7 The students should not carry unauthorized/illegal movies in their rooms. Any violation will be dealt severely.

5.8 The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to replace/repair at their own cost the damage, if any.

5.9 In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the wing/hostel, as decided by the Wardens.

5.10 The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the caretaker, failing which he/she will be charged a penal rent as decided by the Wardens.

5.11 The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.

5.12 Ragging of students admitted to the Institute is totally banned. Any violation of this by the senior students will be dealt with very severely as per the Institute norms and guidelines issued from time to time by the competent authorities.

5.13 Freshers should report incidents of ragging immediately. Those who do not do so even when being witnesses or victims, will be considered to be part of this practice, and will also be punished accordingly.

5.14 When the persons committing or abetting the crime of ragging are not identified, collective punishment on suspected group could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.

5.15 All senior students, hostellers and day scholars, are required to sign an Anti-Ragging Undertaking form as per UGC guidelines and submit to Chairman COW office.

5.16 In the hostel premises following are strictly prohibited –

- **Smoking**
- Consumption of **alcoholic drinks/drugs**.
- Gambling
- Intimidation or violence
- Willful damage to property
- Entering the hostel premises in intoxicated state.
- Moving in the colony sector or near the Girls hostel premises after 9.00 pm.
- Shouting and using abusive language in their own hostel or in other hostel premises and campus.
- Employing unauthorized persons for personal work such as washing cloths, etc.
- Cooking in room.

5.17 Room services are strictly prohibited. However, sick diet may be served in room after taking permission from Senior Warden/Warden.

5.18 Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.

5.19 The use of electrical appliances such as immersion heaters, electric stove / heaters are not allowed in the rooms. Such appliances, if found will be confiscated and a fine will also be imposed.

5.20 The uses of audio systems which may cause inconvenience to other occupants are not allowed. The students should not view objectionable videos.

5.21 When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked. Violation will attract suitable penalty and punishment as decided by authorities.

5.22 In case any student has to stay out of hostel for a day or more for any reason, he has to inform the warden and take his permission.

5.23 Senior students of boys' hostels must make entry in the in-out register available with security guard, if they leave or enters into the hostel after 11.30 pm or any other time decided by the authorities.

5.24 First year students must take permission from wardens for going out from the hostel for any reason and must make entry in the in-out register available with security guards at the hostel gate.

5.25 All residents of girls' hostels must be back in the hostel by 9.00 PM.

5.26 If a girl student needs to stay out of the hostel after 9.00 pm due to any reason, she has to apply for and take prior written permission from the Senior Warden. Violation of this rule may lead to disciplinary action including expulsion from the hostel.

6. GUESTS AND VISITORS

6.1 Subject to availability of proper accommodation facility, the guest of a resident may be permitted, with the prior written approval by the Senior Warden to stay in hostel for not more than two days on payment of the necessary charges, as fixed by the Hostel administration from time to time.

6.2 No overnight guests are allowed in a student's room without permission of the Senior Warden.

6.3 In boys' hostels, the parents of students and other male guests may visit the student in his room after due permission from senior warden/warden and after making proper entry at the hostel gate.

6.4 Male students/visitors are not allowed inside the girls' hostel.

6.5 Female visitors are not allowed in boys' hostels, however, lady family members may be allowed to visit a student in the visitors' room in the hostel between 9.00 a.m. to 7.00 p.m. with prior permission from the Senior Warden.

6.6 Violation of any of the above rules regarding stay in the hostels will lead to disciplinary action including expulsion from the hostel.

7. DISCIPLINARY MEASURES

7.1 Any student who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, non-compliance of any of the conduct rules, or violation of any other rule defined in this manual will be liable to the following punishments-

- a) Expulsion from the hostel.
- b) A record of his / her misconduct will be made in his personal file.
- c) The cost of damage will be fully recovered from him/her together with penalty.
- d) He/she will also be fined commensurate with the offence committed.
- e) The privilege of appearing for campus interviews will be denied, when he/she reaches the final year.
- f) No recommendations will be given to him/her for studies abroad.
- g) Rustication from the Institute.

7.2 Any student found hosting/harboring an offender will also be liable to the punishments mentioned in rule 7.1.

7.3 Availing room service or taking food or mess utensils to the room will attract a fine and disciplinary action by hostel administration, if repeated.

7.4 Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the Hostel Administration. If the student is found guilty, then the Hostel Administration will take disciplinary action that it deems fit. Depending on the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

8. RESPONSIBILITIES OF RESIDENTS

9.1 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.

9.2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as that of others.

9.3 Residents will be personally responsible for the safety of their belongings.

9.4 Residents are duty bound to report to the Caretaker/ Wardens / Chairman, COW / Institute authorities in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.

9.5 Residents are required to park the vehicles only in the space provided for them in an orderly manner. **No vehicles should be parked near the entrance or in the corridors.** Residents are advised to use bicycles and avoid using motorcycles/ scooters/ four wheelers in the campus.

9.6 Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the Senior Warden. Meetings for routine hostel affairs (management of mess, organizing sports, co-curricular and extra-curricular activities etc.) have to be in the notice of Senior Warden/Warden and with their consent.

9.7 Students should not arrange for any picnic outside the campus without specific permission of the Chairman - COW and Dean (SW).

9.8 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable.

9.9 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.

9.10 Any case of theft should be reported promptly to the Security Officer through hostel administration.

9.11 If students create law and order problems outside the campus, they are answerable to the police or city administration on their own. In such cases, they will also be answerable to MANIT administration as per the institute norms.

9.12 Do not go out in large groups which are difficult to control. If you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad impression of our Institute too.

9.13 MANIT authorities will do its utmost to protect you as long as you are on the right side of the law. Do not overstep your limits. Help us to help you.

9. HOSTEL FEES

9.1 Hostel Caution money	Rs. 2,500/- (Refundable)
9.2 Room Rent/Hostel fee	Rs. 1000/- (per semester)
9.3 Electricity Charges	Rs. 900/- (per semester)
9.4 Hostel Maintenance Charges	Rs. 1550/- (at the time of admission only)
9.5 Mess Advance	Rs. 15000/- (yearly)

The above charges are subject to changes from time to time as decided by the administration.

10. MESS FUNCTIONING

10.1 All the inmates of a hostel will compulsorily become a permanent member of the mess.

10.2 Each hostel mess will run as a co-operative mess by the students (inmates of the hostel) under the supervision of Mess Supervisor and Wardens.

10.3 Each hostel mess will have a mess committee consisting of five inmates of the hostel to be nominated by the senior warden/warden. Among them, there will be a convenor and a co-convenor. The term of this committee will be for a period of one month, unless extension is provided.

10.4 The bulk purchase for the mess items such as wheat, rice, daals, oil, sugar, potatoes, onions, milk, etc. will be done through Central Hostel Purchase Committee (CHPC) to maintain the uniform quality in all the hostels at reasonable cost.

10.5 The CHPC will be constituted for a period of six months and will have representation of all the hostels. It may be constituted and rotated as suggested below-

S.No.	Committee members
1.	Chairman, COW as Chairman of the CHPC
2.	Three senior wardens to be nominated by Dean SW
3.	Three mess supervisors to be nominated by Chairman, COW
4.	Each of the senior wardens nominated by the Dean SW will nominate one student representative from hostel mess committee of the respective hostels.

10.6 The requirement of the above items (11.1) should be given to the CHPC by the Wardens of all the hostels for a semester at least two months before the start of each semester.

10.7 The above items will be purchased on rate contract basis either by Tender or local market survey by the central hostel purchase committee with the following terms and conditions-

- Agreement has to be signed by both the parties clearly mentioning the rate and quality of the material.
- Sample of the quality of material will be available in all the hostels.
- The material will be verified and accepted by the mess committee, mess supervisor and warden of the respective hostel.
- Supply items weekly F.O.R. at MANIT, hostels

- The quality of the items should be maintained. In case of any deviation from the quality, the institute reserves the right to cancel the agreement of purchase at any time.
- 1% of the total estimated cost is to be deposited in the Institute account, which will be adjusted at the time of final payment.
- 100% of payment will be made by the respective hostel mess committee against delivery, every week.

10.8 The purchase of all other items will be done by at least two members of the mess committee along with the mess supervisor from the local market.

10.9 All the vouchers will be signed by the persons who did the purchase on that day.

10.10 The withdrawal of money from the hostel mess account would be done by Mess supervisor through cheques signed jointly by the convenor/co-convenor and the Senior Warden/ Warden.

10.11 The mess committee will also prepare the weekly menu in advance and display it on the notice board.

10.12 The monthly mess bill will be prepared by the mess supervisor, on the basis of vouchers for the month and will be jointly signed by the convenor/ co-convenor and the mess supervisor.

10.13 Expenses made towards day-to-day functioning of mess (e.g. transportation for procurement, survey/purchase of items, cleanliness) may be incorporated in the mess expenses. Telephone/conveyance bills towards such expenses should be duly maintained and verified for the reimbursements. Approval for making such provisions of reimbursement of genuine expenses made by caretaker, mess supervisor or any hostel committee member is under the purview of senior warden.

10.14 The audit of the mess account should be done after every semester as per Institute norms.

11. MESS RULES

11.1 Students should sign the Mess Joining Register kept in the messes at the time of their joining the mess.

11.2 Students should sign the Mess Leaving Register kept in the mess whenever they leave the mess. Otherwise they will be deemed to be present and charged accordingly.

11.3 Students are not permitted to dine in the mess without signing the Joining Register or after signing the Leaving Register.

11.4 Lunch/Dinner will be served on the table. Well dressed up waiters will take care of this in proper manner.

11.5 The quantity of food will be unlimited except in the case of special items.

11.6 Non-vegetarian items will be served as extra on specified days of the week.

11.7 Mess rebate is admissible to the residents of Hostels on the following grounds:

- a) Approved Study Holidays and Semester Vacation declared by the Institute.
- b) Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.
- c) Periods availed by students for attending interviews and In-plant Training on the recommendation of the Professor of Training and Placement/ Head of Department.
- d) Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.
- e) Any other valid reason with prior permission of Senior Warden.

11.8 Application for mess rebate should be made in the prescribed form and it should be submitted three days in advance. The application should be forwarded by the Warden. An acknowledgement may be obtained from the Mess Supervisor for having applied for mess rebate.

11.9 In addition, students applying for mess rebate should also sign the Mess Leaving Register kept in the messes at the time of their leaving the mess.

11.10 Minimum fixed charges will be applicable to the students applying for mess rebate. Such permission should be obtained from the senior warden and the Mess Supervisor be intimated well in advance of the absence.

11.11 Students proceeding on medical Leave from the campus should produce the Medical Certificate issued by the Institute Medical Officer at the time of their leaving.

11.12 In case of sudden illness, information on leaving the mess should be made available to the Hostel Office immediately and the application for mess rebate should be submitted within the next 3 days.

11.13 Students who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess rebate for a further period should intimate the Mess Supervisor before expiry of the approved holidays, the probable date of rejoining the mess. A medical certificate from a Medical Officer not lower in rank than that of a Civil Asst. Surgeon is to be submitted in this case. No mess rebate will be given, if advance intimation is not provided.

11.14 No student can claim mess rebate unless he/ she had intimated his / her absence in advance by applying for mess rebate in the prescribed form and signed the Mess Leaving Register at the time of his/ her leaving the mess.

11.15 At the time of joining the mess after availing mess rebate, the students should sign the Joining Register kept in the mess.

11.16 Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.

11.17 Students are not permitted to cook any food on their own accord in the mess or in their rooms.

11.18 Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.

11.19 No food will be served in the rooms of the hostel for any student unless a certificate is produced from the Institute Medical Officer to the effect that the students' condition requires the food to be served in their rooms.

11.20 No diner shall waste food. Paying mess bill does not entitle a diner to waste food.

11.21 Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners.

11.22 All diners shall interact with the mess staff in the dining hall in a courteous manner.

11.23 After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.

11.24 If any diner is medically ill and requires a special diet (eg. Oil-less food) he / she can request the mess supervisor to arrange for the same at the mess.

11.25 The guest rates will be as follows:

Breakfast:	Rs. 15.00
Lunch:	Rs. 30.00
Snacks:	Rs. 15.00
Dinner:	Rs. 30.00

These rates are subject to revision from time to time depending upon the prevalent rates in the market with the approval of Director on the recommendation of Sr. Wardens and Chairman COW.

11.26 MESS TIMINGS

The mess timings are as follows and the students should adhere to these timings:

BREAKFAST:	7.00 – 8.30 am
LUNCH*:	12.00 – 1.30 pm
EVENING TEA:	5.00 – 5.30 pm
DINNER:	7.30 – 9.30 pm

* Subject to variations, if timing of classes change due to any reason.

12. FINE FUNDS

12.1 Mess fine fund will be utilized for the improvement in the mess services, as would be decided by the mess committee and hostel administration. Separate accounting for this fund should be maintained by the mess supervisor.

12.2 Hostel fine fund will be utilized for hostel upkeep, as would be decided by the hostel maintenance committee and hostel administration.

12.3 The above fine funds are to be accounted clearly and are subject to internal audit in the same manner as the mess fund audit.

13. FACILITIES AND HONORARIUM

Chairman, COW –

Rent free campus accommodation
Telephone allowance of Rs. 800/- per month
Honorarium of Rs. 2000/- per month

Senior Warden –

Rent free campus accommodation
Telephone allowance of Rs. 800/- per month
Honorarium of Rs. 2000/- per month

Warden –

Rent free campus accommodation
Telephone allowance of Rs. 800/- per month
Honorarium of Rs. 2000/- per month

14 HOSTEL AMENITIES

- 14.1 Each Hostel to be self-contained with amenities such as a reading room, an indoor games room, a lounge, Warden Office, Guest room and a dining hall with mess.
- 14.2 Reading room with Hindi and English newspapers, and magazines.
- 14.3 Separate space for watching TV with approximately 50 chairs.
- 14.4 Indoor sports room should have Chess, Table Tennis, Carrom-board.
- 14.5 A lounge for the visitors and parents of the students with good sitting arrangement and proper display of the information about the hostel.
- 14.6 A furnished Warden Office in which Senior Warden/Warden regularly visits with fixed timings, so that the students can communicate their problems or difficulties, if any.
- 14.7 Furnished Guest room for the parents of the students to be allotted with the permission of the Senior Warden.
- 14.8 Dinning Hall with
 - Proper sitting arrangement for 100 to 150 students to be accommodated at a time.
 - Lunch/Dinner to be served on the table. Well dressed up Butler and waiters should take care of this in proper manner.
 - Mess supervisor available during the mess timings.
 - Provision of additional/supplement food items on coupon basis.
 - Water Coolers and filters.
 - Proper hand washing arrangement with soap and towel.
- 14.9 Hygienic conditions in the entire mess area.
- 14.10 Adequate number of toilets and bathrooms and their regular maintenance must be ensured.
- 14.11 Hot water to be provided in bathrooms.
- 14.12 Safe drinking water on each floor and wing.
- 14.13 Display Boards giving the information about the hostel staff, hostel rules, precautions and suggestive measures etc.
- 14.14 Conduction of regular health check up camps.
- 14.15 House Secretary, Mess Secretary (Convener), Sports Secretary, Cultural Secretary, Maintenance Secretary to be appointed amongst the students.
- 14.16 For operational convenience, Mess Committee, Common Room Committee, and Hostel Maintenance & Cleanliness Committee to be formed. Working through this responsible body, the students themselves lay down appropriate norms of behavior to suit different situations and social occasions in the hostels.