

**SAMBALPUR UNIVERSITY**  
**WOMEN'S HOSTEL MESS RULES**

**1. DECLARATION:**

1. This shall be called 'Women's Hostel Mess Rule'.
2. It will be applicable to all women's Hostels situated in the campus of Sambalpur University, Jyoti Vihar.
3. This will come into force with effect from 1<sup>st</sup> January, 2017.

**2. GENERAL RULES**

4. All the inmates of a hostel will compulsorily become a member of the respective hostel mess.
5. Each Hostel Mess will run as a co-operative mess by the students (inmates of the hostel) under the supervision of the Asst. Superintendent
6. There shall be a "Mess Committee" in each Hostel, consisting of Superintendent, Asst. Superintendent as Ex-officio members and the Mess Secretary, Asst. Mess Secretary and five (05) other members will be elected/nominated jointly by the General Body of the boarders of the hostel for a period of one year.
7. For the purpose of Hostel Mess, there shall be a part-time Office Assistant (Mess) to look after the accounts and stocks of Hostel Mess and other collateral items.
8. The "Mess Committee" will look after overall smooth functioning of the mess, which includes engagement of the cook(s) and other supporting manpower, finalization of Menu, purchase of food materials, vegetables, etc., maintenance of hygiene and sanitation in the common Dining Hall, and discipline in the Mess.
9. The purchase of food materials will be done by at least two members of the Mess Committee along with the part-time Office Assistant (Mess) from the local market.
10. All the vouchers will be signed by the persons who did the purchase on that day.
11. The withdrawal of money from the hostel mess account would be done by the Assistant Superintendent through cheque
12. The Mess Committee will also prepare the weekly menu in advance and display it on the notice board.

13. The monthly mess bill will be prepared by the part-time Office Assistant (Mess), on the basis of vouchers for the month and will be jointly signed by him and the Asst. Superintendent.
14. 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 Office Assistant (Mess) or any hostel committee member is under the purview of Asst. Superintendent.
15. Each boarder has to pay the Mess Establishment Fee as decided by the hostel authority of the respective hostel.
16. Following lunch and dinner time schedule shall be followed in the Hostel:
  - A. LUNCH- 12 Noon to 2:30 P.M.
  - B. DINNER- 8:30 P.M. to 10:00 P.M.
17. Meal charges (lunch/ dinner) shall be fixed by the Hostel Authority in consultation with the Mess Committee. Hostel Authority has the prerogative to revise the meal charges as and when situation demands.
18. The menu is to be notified in the conspicuous part of the Dining Hall. Any deviation for non-adherence of Menu, may be brought to the notice of the Asst. Superintendent by either Mess Secretary or any other member of the Mess Committee.

### **3. FOR BOARDERS**

19. It is compulsory for the boarders as well as guests to take their meal (lunch/dinner) **only in the Dining Hall of the Hostel**. If due to illness or any other reason, a boarder is unable to take her food in the dining hall, she may be allowed to have her food in her room only with the prior intimation either to Matron or Mess Manager. Violation of this rule amounts to violation of Hostel Discipline and Rs. 50/- shall be collected from her as fine.
20. It is mandatory for all the boarders to take their meals in the Hostel Mess when they are present in the Hostel.
21. Each boarder shall have to take at least 30 meals every month. In case a boarder is absent from the hostel on health grounds or for academic purposes, she may be

exempted from taking meals in the hostel subject to production of satisfactory evidences to that effect. In that case she has to pay a sum of Rs. 50/- per month as Additional Mess Establishment Fee.

22. Against each meal necessary charges will be collected from the boarders by the Part-time Office Assistant (Mess) as per the meal charges prescribed by the Hostel Authority.
23. In case of leaving the hostel, the boarder has to pay Mess Charges for proportional number of compulsory meals depending on the day of the month when she is leaving.
24. It will be mandatory on the part of boarders to inform the Mess Manager for having or not having their meal for a particular day/s. for the said purpose following time schedule will be followed:
  - A. Meal Off (Lunch) - Morning on or before 7:30 A.M.
  - B. Meal On (Lunch) - Morning on or before 9:00 A.M.
  - C. Meal Off (Dinner)- Evening on or before 3:00 P.M.
  - D. Meal On (Dinner) - Evening on or before 3:00 P.M.
25. Boarders shall not wash their dishes or hands in the Aqua Guard installed in the Dining Hall for which they may be penalized.
26. Boarders are strictly prohibited to enter into the kitchen of the Hostel.
27. Boarders have to maintain hygienic condition in the Mess.
28. Boarders can not engage the staff of the Mess for their personal works.
29. Any short of misbehaviour or rude remarks with the Mess Staff will be considered violation of Hostel Discipline and for the said breach of discipline suitable action may be initiated against the erring boarders.
30. The boarders shall deposit their respective monthly mess charges within 15<sup>th</sup> day of the subsequent month. In case of non-deposit of the mess charges within the stipulated time period, Rs. 50/- shall be levied on the concerned boarder for each defaulting month as late fine.

#### **4. FOR MESS COMMITTEE**

31. It will be the duty of the Part-time Office Assistant (Mess) to take account of the meal taken by the boarders. For this, he/ she has to maintain a register.

32. The Mess Committee shall provide food as per the Menu prepared by the Mess Committee. The menu shall include four non-vegetarian (egg/fish/chicken/mutton) dishes in a week.
33. The Mess Committee will provide six special meals (Republic Day, Saraswati Puja, Ganesh Puja, Independence Day, Holiday and another day to be decided by the Mess Committee) in a year.
34. The Mess Committee has to provide free meals to the Ward Boy(s) and/ or Ward Girl(s) of the respective hostel.
35. The Hostel will provide shades or Kitchen for cooking purpose. The cook(s) engaged by the Mess Committee will be responsible for arrangement of firewood/ gas/ coal and utensil. However, for smooth running of the mess, hostel may facilitate some essential utensils subject to availability of fund/ stock in the Hostel Mess Fund/ University Fund.
36. The Cook(s) has to engage his own manpower for cooking and other ancillary things. The Cook (s) will be responsible for their conduct and behaviour in the hostel.
37. The Mess Committee will oversee that boarders as well as guest that they have their food in the dining hall. Any breach of this practice by the Boarder shall be brought to the notice of the Asst. Superintendent or Superintendent of the Hostel.
38. The Cook (s) or his staff shall not involve in any short of argument with the boarders. In case of any sort of disagreement with the boarders relating to hostel mess affairs, it shall be brought to the notice of Asst. Superintendent or Superintendent for an amicable settlement.
39. Guest Meal shall be charged Rs. 5/- more than the official rate.

Sd/-	Sd/-	Sd/-
<b>(Superintendent)</b>	<b>(Superintendent)</b>	<b>(Superintendent)</b>
<b>Narmada Ladies Hostel</b>	<b>S. J. Ladies Hostel</b>	<b>P. D. Ladies Hostel</b>

Sd/-	Sd/-
<b>(Superintendent)</b>	<b>(Warden)</b>
<b>N.T. Ladies Hostel</b>	<b>P. G. Hostels</b>

**Approved in the Syndicate in its meeting held on 16/12/2016 vide Resolution No. 149 with immediate effect in supersession of the previous Rules.**