

SHRI G.S. INSTITUTE OF TECHNOLOGY & SCIENCE, INDORE

Hostel Mess Rules

- i) **Mess facility is compulsory** for all the students residing in the hostel.
- ii) All the students must deposit mess fees in the beginning of the semester through Bank Challan slip issued from the hostel office failing which a fine of Rs.50/- per day will be charged for the duration of delayed deposit.
- iii) Mess bill will be displayed on the notice board for the students' verification. One copy of the bill will be given to Students' Hostel Management Committee. Mess contractor has to prepare the bill for only those students who have submitted their mess fee in time and has positive balance for the bill duration.
- iv) **Rebate for absence from mess** will be considered only if a student remains absent for three or more consecutive days with pre-intimation to the Mess Contractor.
- v) 03 day after the display, the mess bill will be checked and corrected by the caretaker/clerk. The students are required to submit their objection, if any, to their to students' Hostel Management Committee members (who are to verify the objection) and finally submit the same to caretaker/clerk within these 03 days.
- vi) If any significant error /objection is reported then a minimum fine of Rs.100/- for each error shall be imposed on the mess contractor. This fine will be deducted from the concerned mess bill.
- vii) **The maintenance charge @ Rs. 25/- per student per month** will be debited to the mess operator's account, when bill is sent by the caretaker for the approval. This deduction credits mess maintenance fund which is kept in the concerned mess account.
- viii) The corrected bills have to be produced by the caretaker /clerk before concerned Hostel Warden and Chief Warden for the payment approval. Subsequently, the cheque is issued to the mess contractor.
- ix) The guest/family members of students are allowed (with prior-permission) to have meal by paying the additional charges in cash as per rules.

B) Record Keeping:

- i) A mess account ledger is prepared showing detailed debit and credit items of the mess account. This ledger is prepared by the caretaker separately from bank pass book issued by the bank.
- ii) A student fee register is maintained by the caretaker. This register shows the details of payment received from the students against mess food. This register also contains the details of the deposit of the money at bank student wise.
- iii) A voucher register is prepared. This register contains the vouchers of cheque payments, deposit receipt from the bank, student's refund, cash memos regarding maintenance expenses etc.

C) Students' Hostel Management Committee:

Duties and Responsibilities:

- i) The guest/ family members of the hostel students are allowed to have meal by paying the additional charges as per rules, however, pre-intimation is required of the same.
- ii) Mess menu will be prepared weekly by the Hostel Management Committee (students and warden) and will be discussed with operator, thereafter the final menu will be displayed on mess notice board.
- iii) The meal will not be permitted to bring outside the mess. In special cases like sickness, meal (in *Tiffin* only) can be permitted in room.
- iv) The quality of food will be monitored by the mess committees.
- v) The students must record their complaints (if any) about any misbehaviour of mess worker and the operator, however, any misbehaviour/ bad arguments by the students are also prohibited and punishable.
- vi) The Students' Hostel Management Committee will have to bear the responsibility of maintaining harmony and peace in the hostels.

Each hostler is bound with above rules, failing which, strict disciplinary action will be taken. The Institute Administration reserves the right to modify the rules and regulations as it deems necessary.

Chief Warden