



## **General Guidelines for Central Mess**

1. Once a student joins a mess, he / she shall be deemed to have become a permanent member of that mess throughout the semester. No change of mess is permissible during the semester.
2. Students who absent themselves on the date of reopening of the Institute after any semester vacation/recess will be deemed to have joined the mess wherein they dined during the previous semester and will be charged accordingly.
3. Students should sign the Mess Leaving Register kept in the messes whenever they leave the mess, due to vacation / recess / external PBI / course completion / admission withdrawal / termination etc. Otherwise they will be deemed to be present and charged accordingly.
4. Students are not permitted to dine in the mess without signing the Joining Register or after signing the Leaving Register.
5. At each entry to the dining hall, diner has to show his/her allotted mess card at the entrance of messes.
6. Menu will be displayed on the notice board. Changes can be made by the mess committee after discussion with mess contractor. Important notices will also be displayed on the notice board.
7. The mess timings are as follows and the students should strictly adhere to these timings:



	Monday to Friday	Saturday & Sunday
<b>Breakfast</b>	07:30 am to 9:30 am	8:00 am to 10:00 am
<b>Lunch</b>	12:00 pm to 2:30 pm	12:30 pm to 3:00 pm
<b>Dinner</b>	7:30 pm to 9:30 pm	7:30 pm to 09:30 pm

8. The system of self service will be followed in the mess.
9. The quantity of food will be unlimited except in the case of special items like Milk-200 ml and Curd 150 grams per student. List of limited quantity food may be amended at any time.
10. Mess rebate is admissible to the students for absence of three or more days on the following grounds:
  - a) Absence due to vacation/recess declared in the Academic Calendar.
  - b) Periods of leaves or other absence duly approved by the authorities as per UG/PG Manual.
11. Application for mess rebate on the grounds of 10 (b) should be submitted to mess supervisor at least one day before leaving the Institute in prescribed format.



12. For rebate on the grounds of 10 (a), no application is required, however signing of mess leaving register is must for claiming the rebate.
13. Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
14. Students on no account whatsoever will be permitted to take any food item outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc. to their rooms.
15. 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. Mess committee is authorized for making arrangements.
16. No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
17. Every diner shall try to maintain 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.



18. After having food, diners shall leave the cup, plate, waste food etc. in the designated bins.
19. Diners shall avoid interacting with the mess contractors staff, in case of any problem they will first contact to Mess Committee then Institute Mess Supervisor.
20. Any complaint will be reported to Mess Committee first, if not resolved at that level then Mess Supervisor may be contacted and/or complaint may be registered in the Complaint Register. If no step is taken, in this case, Institute authorities may be contacted in the following chronological order: Report to Faculty In-charge, central mess, if not resolved by them then report to Dean (Students).
21. Students are advised to strictly adhere to these guidelines/rules. Any breach of these rules will invite action by the Institute.

The Institute reserves the right to change these rules as and when required keeping the students informed through email/general circulars displayed on the mess notice boards.

**Sd/-**

**Faculty In-charge, Central Mess**