

## 1. MESS

### 1.1 SCHEDULE

1.1.1 The normal meal timings are as below. Students shall adhere to these timings strictly:

<b>Breakfast</b>	Working Days: 7:00 am to 8:20 am Holidays: 7:30 am to 9:00 am
<b>Lunch</b>	Working Days: I & IV Year: 11:00 am to 11:35 pm II & III Year: 12:05 pm to 12.40 pm Holidays: 12.30 pm to 2:00 pm.
<b>Snacks</b>	3:15 pm to 4:15 pm ( all days)
<b>Dinner</b>	On all days: Working days: 6:45 pm to 8:15 pm Days preceding holidays: 7:00 pm to 8:30pm

The dining halls will be closed after the meal hours as above.

Changes, as required may be made periodically and the timings in force will be displayed in Notice Boards.

1.1.2 Only Vegetarian food will be served. No outside food is permitted to be brought inside the Hostel / Campus.

1.1.3 The system of self service will be followed as far as possible in the mess. All students, after finishing the meals, should leave their respective plates/glasses and in bins marked.

1.1.4. Wearing of 'Lungis' or any night dress in the dining hall is not permitted

### 1.2 CHARGES

1.2.1 Once a student joins a mess, he/she shall be deemed to have become a permanent member of the mess throughout the year.

1.2.2 Establishment Charges and Messing Charges will be collected in advance, some time towards the end of the academic year. Mess bill for every month will be calculated at specified rates (for contracted catering). Extra Charges such as Extra / Guest charges etc will be separately kept track off and added. The total mess bill amount will be deducted from the mess advance.. At the end of the year, the remaining amount, if any, will be refunded / carried forward to the next year.

### **1.3 REDUCTION IN CHARGES**

1.3.1 Students who absent themselves on the date of reopening of the college after any semester vacation will be deemed to have joined the mess on the reopening day itself and will be charged accordingly.

1.3.2 Absence from returning to the mess will be permitted only by the Warden on specific written request for valid reasons, for a maximum period of ten days from the date of reopening of the College and mess rebate permitted. Afterwards they will be charged.

1.3.3 Mess reduction is also admissible on the following grounds:

- a) Approved long holidays including Semester vacation periods, if any, declared by the College.
- b) Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminar education tours, etc.
- c) Periods availed by students for In-plant Training.
- d) Periods of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.

1.3.4 Students who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess reduction for a further period should immediately intimate the same to Warden or hostel office by Speed post / mail, 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 will need to be submitted while reporting back in such cases. No mess reduction will be given, if advance intimation is not provided.

1.3.5 All application for mess reduction should be made in the form prescribed and it should be submitted to the Warden / hostel office at least three days in advance. The number of days allowed reduction will be on N-3 basis. An acknowledgement may be obtained from the Hostel office for having obtained approval for mess reduction.

1.3.6 Students will be entitled for mess reduction only for (N-3) days where N is the total number of days approved absence from the mess excluding days of proceeding out and reporting back.

1.3.7 Any absence of a student from the mess exceeding 24 hours should be intimated to Hostel Office in the prescribed form so as to regulate the supply of provision even though the student is not eligible for mess reduction.

**Chief Warden**