

## **Central University of Rajasthan**

### **Mess Rules for Students Residing in Halls of Residence (Hostels)**

The rules and regulations for management of Mess have been framed for the smooth functioning of it. All the hostel residents are required to cooperate with mess committee members for their efficient enforcement. The University reserves the right to revise the rules and regulations from time to time and will keep the hostel residents informed of any changes in the form of notices on the hostel notice board. Ignorance of rules will not be accepted as an excuse. The sole aim of the University is to provide all the facilities to the inmates, both in the hostel and the mess; and creation of an environment conducive for study and peaceful stays.

1. There will be a mess attached to each hostel or a group of hostels or each hostel will have a mess attached to it. The mess will be managed by the Mess Committee with the assistance of the hostel administration. It will be run either by a contractor/vendor and/or by the students themselves on the 'No-Loss, No-Profit' basis.
2. All bonafide students of the University who have been allotted seats in the University hostels will compulsorily be the members of their respective hostel Mess. Should there be any hostel without messing arrangements (either permanently or temporarily), Warden(s) will arrange for its residents to be allowed to join the mess of another hostel.
3. Joining of the mess is compulsory for the hostellers and they will be charged for all the meals, whether they actually take or not unless they are allowed mess rebate as per mess rebate rules.
4. The Hostel is meant for both boarding and lodging. No one is permitted to use either of them (boarding or lodging). Once a student is admitted to /joins the Hostel he/she is deemed to become a member of the respective Hostel Mess until he/she officially vacates the Hostel. The mess arrangement of the hostel is compulsory for all the inmates without any exception i.e., no student is allowed to stay in the hostel without being a member of respective mess.
5. Students will be deemed to be the member of mess from the date of joining of hostel, which should be within 10 days of commencement of classes as per Academic Calendar, after any semester vacation till last day of respective semester and will be charged accordingly.
6. During vacation if the strength of the boarder falls below certain strength the University reserves the right to stop the mess services temporarily. For those who are permitted (in writing) to stay in the hostel during vacation period the charges will be as per arrangements, if the mess functions.

7. A lump-sum amount equal to the chargeable amount for the entire semester shall be paid by the hosteller during the start of a semester in advance, which shall be adjusted against the monthly mess bill generated at the end of every month. Students who fail to pay the deposit this amount will not be eligible for hostel admission.
8. The payment will be made to the Vendor every month by the University on the basis of bill prepared by the Vendor.
9. Refund at the end of the current semester, if any, shall be carried forward to the next semester. Deficit during current semester has to be replenish by the hosteller as early as possible up to stipulated due date. If any student fails to replenish the mess deposit, he will not be allowed to appear in the examination or will not be permitted to register in next semester and hence the semester registration card for next semester will not be issued.
10. In the case of residents in their final semester of study, refund, if any, will be done by the University.
11. Hostel Mess Committee: The function of the Mess shall be supervised and carried out by the Hostel Mess Committee consisting of the following members:
  - (i) Mess Coordinator(s): one or more wardens.
  - (ii) Students' Representatives: for Mega Mess 06 members and other messes 02 each. The student members may be given 25 % discount in their monthly mess bills by the Vendor, if agreed.

It is the bound duty of Students' Representatives to sought views from respective hostellers.
12. In case no student or students come forward to be members, the warden(s) with the assistance of mess supervisor will run the mess.
13. The mess committee shall be responsible for ensuring smooth & timely operation of the mess and also verify the quality of food being served in the mess. The mess committee shall ensure that the proposed menu is strictly followed and any exception has to be approved by the mess committee.
14. Neither the student member of mess committee nor any other students have a right to stop food or any other mess facility to any of the hosteller. If any such act is found, such student shall be liable for disciplinary action.
15. Meeting can be convened by the mess committee members with the contractor for necessary improvements and suggestions at least once in a month or as and when needed.
16. No student/mess committee member has any right to appoint or dispense with service of any staff member of the mess.
17. No hosteller other than student member of mess committee should interfere in the mess affair. If he /she have any grievance or suggestion, he/she should report to the mess

committee. The mess committee should consider such grievance or suggestion as early as possible.

18. Menu will be displayed on the notice board. Changes can be made based on the discussion with vendor by mess committee, if mutually agreed.

19. Service in the mess shall be between scheduled hours only. The Mess timings are as follows and the students should strictly adhere to these timings:

Breakfast: 8.00 AM to 10.00 AM

Lunch: 12.30 PM to 2.30 PM

Dinner: 7.30 PM to 10.00 PM

*No food will be reserved for the late comers unless prior permission was granted by Mess coordinator on the recommendation of concerned HoD/concerned staff such as in case of any academic /sports events.*

20. The self-service and self-system of disposable will be followed in all messes.

21. Each resident student and his or her guest, if any, will have to take the meal in the dining hall. Sick students may be allowed to have sick diet in their rooms with the permission of the Mess Coordinator, if the student is not able to eat in the dining hall. In no other case, students will be allowed to take the mess food outside the dining hall; doing so would invite disciplinary action.

22. Except Mess committee members, other hostellers are forbidden to enter the kitchen. They should treat all the Mess workers with courtesy. Manhandling of any staff or using abusive language against them may end in the expulsion of the student from the hostel.

23. The boarders should produce identity cards whenever the mess supervisor/vendor/security feels to identify them before taking food.

24. The student member of mess committee will act as representatives for the whole hostel and report to the warden about the quality of food & on the general cleanliness in and around the mess. They shall also bring to the notice about the quality of service given by the mess staff.

25. Entertaining guests into the mess can be done by the hostellers. The host should accompany the guest and obtain the guest coupon at the dining hall with the mess supervisor. The guest rates shall be according to the rates fixed by the University from time to time.

26. If any diner is medically ill and requires sick diet he / she can request the Mess Coordinator to arrange for the same at the mess. Residents availing sick diet will not be served the normal diet in addition to the sick diet. Residents wishing to avail of this facility must inform the Mess Coordinator well in advance.

27. Boarders are not allowed to take the mess utensils out of the dining hall, failing which a fine of Rs.50/- per day will be imposed. However in case of emergency, boarders may be allowed

to take utensils with the permission of the Warden/Mess coordinator but the boarder or her representative are also liable to pay the same fine, if utensils are not returned immediately.

28. Students are not permitted to cook any food in the mess or in their rooms.
29. Wasting food is a social crime. Paying mess bill does not entitle a diner to waste food.
30. Shouting and sitting on the mess table is strictly prohibited, if anyone is found doing so he/she shall be fined depending on the severity of offence.
31. Outside food and Food packing is is strictly prohibited.
32. Students should not bring any pet animals into the mess halls.
33. Mess food of an inmate is not transferable to any other inmate and inmates are not allowed to share food with their guests. Anyone found sharing food with one or more persons would be imposed a fine.
34. Impersonation i.e. eating for another student is prohibited and defaulter will be liable to disciplinary action.
35. Smoking, consumption of pan/gutka/alcohol/intoxicating substance, in hostel mess premises is strictly not permitted.
36. Strict discipline and decorum should be maintained in the Dining Hall.
37. No extra item is allowed to be prepared in the mess for any function without approval of mess committee.
38. The University reserves the right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards.
39. Any breach of the above rules will render the student liable to fine and/or disciplinary action including expulsion from the hostel, removal from the University, etc.

#### **MESS REBATE RULES:**

1. Since the mess is attached to one or more hostels, rebate for not consuming meals while staying in the hostel is not allowed.
2. Students will be charged as per month basis.
3. A member is allowed full rebate for vacation period, as per academic calendar of the University.
4. When a student is required to leave the hostel for academic purpose, field/laboratory work, sports, cultural event or for an approved excursion; the mess off will be given to individual students for the period of actual continuous absence from hostel. This should be certified by the concerned Head of the Department and intimated to the Hostel Warden well in advance.
5. Mess off would also be given if a students is sick and when no sick meal can be served to the student by the mess, provided the student concerned submits a prescription and recommendation to this effect from the Medical Officer of the University.

6. Rebate in monthly bill will be allowed for continuous leave of minimum 03 days per month and maximum 05 days per month with information in advance only in connection with medical emergencies requiring hospitalization of student or his/her parents, death in the family, marriage of a member of his /her family or any other genuine reason up to the satisfaction of Warden (subject to the production of supporting document such as medical certificate verified by the Medical Officer of the University or other depending on the reason of rebate request). For the purpose of this clause, family includes father, mother, brother, sister, son/ daughter (including step- and adopted ones)
7. In case of sudden illness, information of leaving the mess should be made available to the Mess Coordinator immediately and the application for mess rebate should be submitted next day.
8. A student seeking mess rebate will apply at least 02 days in advance, duly recommended by the Supervisor and/or the Head of the Department, as the case may be, failing which rebate will not be allowed.
9. No student can claim mess rebate unless he/ she had applied for rebate in advance. It will be the sole responsibility of the student to apply for rebate in advance with supporting documents.
10. Mess rebate will not be granted with retrospective effect.
11. In case a student on rebate moves out of campus and cannot return in time for some valid reasons, he or she must inform the Mess Coordinator immediately by any means requesting extension of the mess rebate period. In such cases, extension may be granted by the Mess Coordinator, if satisfied of the genuineness of the case.
12. Full rebate may be allowed to foreign students. If any of these students would like to eat from the mess; they will have to pay guest charges for the meal.
13. Notwithstanding anything contained in these rules, the Vice-Chancellor may, on the recommendations of the chief warden / warden and where it is expedient to do so, take appropriate decision on the Mess related issues not covered by these rules.