

**Malaviya National Institute of Technology, Jaipur
Rajasthan. 302017**

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No. MNIT/ NITTH /003

Dated: 06 - 08 -2011

To,
The Hon'ble Chairman,
Board of Governors
Malaviya National Institute of Technology, Jaipur

Respected Sir,

As per the NIT Statutes under Clause 38(6) it has been stated that 'the Board shall lay down rules for the management of the Hostels and Halls of Residence'. The same have been prepared in consultation with Dean of Students Welfare, Chief Warden, Wardens and Mess Secretaries. And approved by the Mess Council. These are required to be implemented to maintain discipline and monitor messes efficiently. It is humbly submitted that these rules may be approved. The same shall be circulated among all members of BOG and ratified in the coming Board meeting.

Submitted for your approval please.

Thanking You

Yours Faithfully

Approved
Sacankur
.. 6.8.2011

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Annexure-M1 (Table agenda Item no. TA 22-5.2)

**RULES FOR THE MANAGEMENT OF HOSTELS IN
MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY, JAIPUR**

(In exercise of power conferred by Statute No.38 (6) of the First Statute of NITs)

1. HOSTELS

- 1.1. These rules shall be called The Malaviya National Institute of Technology, Jaipur Hostel and Mess Rules.
- 1.2. These rules shall come into force with immediate effect and shall apply to all the hostels of the Institute. The rules after the approval of the Board shall be notified by the Dean, Students Welfare

2. DEFINITIONS(Unless the context otherwise specified or is explicitly mentioned):-

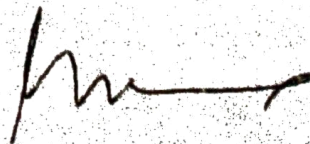
- 2.1. "Institute" means MNIT, JAIPUR.
- 2.2. "Board": Means the Board of Governors of the Institute
- 2.3. "Hostels" mean the Hostels of the MNIT, JAIPUR.
- 2.4. "Director" means the Director, MNIT JAIPUR.
- 2.5. "Dean Student Welfare (DSW)" means the Dean Student Welfare MNIT JAIPUR appointed by the Director.
- 2.6. "Chief Warden" means the Chief Warden, Hostels, MNIT, JAIPUR appointed by the Director.
- 2.7. "Warden" means the Warden/Assistant Warden/Associate Warden of the respective hostel.
- 2.8. "Boarder" means, the students of the Institute and resident of the hostel.
- 2.9. "Mess Council": means the body constituted for management of messes in the Hostel
- 2.10 "Mess Committee" means the committee duly constituted from the boarders of each hostel in the presence of warden.

3. AIMS AND OBJECTIVES

- 3.1. To create an atmosphere of harmony and co-operation amongst the boarders.
- 3.2. To provide the boarders a peaceful and congenial environment to enable them to excel in their studies and personality development.
- 3.3. To create amongst the students, a sense of accommodation and to inculcate discipline.
- 3.4. To run/manage the Hostel and its Mess efficiently.

4. ADMINISTRATION

- 4.1. The Hostels and messes shall function under the supervision of DSW and under the administrative control of Chief Warden, who will be appointed by the Dean (SW) and who shall in turn be responsible to him. There will be one warden and one associate warden for each hostel. All the Wardens will act under the supervision and directions of the Chief Warden. The policy framework/decisions regarding hostels shall be decided by DSW in consultation with Chief Warden,



Wardens and student representatives. These decisions will be implemented by the Chief Warden and Wardens. The decisions of Chief Warden & Warden in their respective jurisdictions shall be final. Apart from these Rules the Chief Warden can issue further directives in the interest of smooth functioning of the hostel affairs after due deliberations in the regular meeting of Wardens to be chaired by the Chief Warden.

4.2. The essential personnel manning a hostel shall be (i) One Warden, (ii) One Associate/Residential Warden (iii) Mess Assistant, (iii) Hostel Care Taker/Work Assistant and (iv) Mess workers and Security Guards etc. Some of these may remain outsourced and hired basis and they will remain under control of Warden/Care Taker. The functions and duties of first four categories of personnel are given in Annexure I to these Rules. The Wardens will decide duties of other functionaries in consultation with various students committees, from time to time.

4.3. There will be following students committees to facilitate efficient functioning of hostels:

A) Hostel Committee

B) Mess Committee

4.4. The Wardens in the meetings with these committees will decide the duties and other responsibilities of above committees.

5. ADMISSION TO HOSTEL

As per statutes, only regular students of the Malaviya National Institute of Technology, Jaipur shall be admitted to stay in the hostels. If any student wants to reside outside the institute Hostel, he/she should seek specific permission of the Chief Warden/Dean Student Welfare. Admission to hostel will be subject to payment of dues, as decided by Competent Authorities from time to time.

6. ALLOTMENT OF ROOMS

Rooms will be allotted by the Warden(s) and Care Takers as per the policy for the allotment of rooms decided in a meeting of DSW, Chief Warden and Wardens. After allotment, a student will report to Hostel Care Taker or any other official authorized by Warden and take possession of room after signing inventory of the furniture, electrical and other items in the room. Warden(s) may consider written requests for change of rooms within the hostel and decide the same on merit of each case.

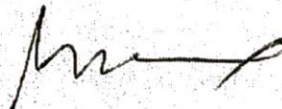
7. WITHDRAWAL /VACATION

Any student Withdrawing from the hostel will hand over the possession of the room and pay all the dues and seek clearance certificate from the concerned Warden. At the end of even semester a student shall vacate his/her room and hand over the charge of the room including all items on the inventory to the Hostel Care Taker or any other official of the hostel authorized by the Warden. Any student desirous of retaining his room during the vacation must seek prior permission of his Warden.

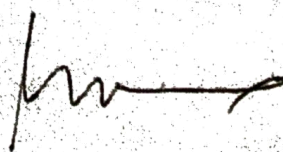
8. GENERAL CONDUCT & DISCIPLINE

8.1. Boarders should keep their rooms and hostel premises clean.

8.2. The boarder shall not damage any hostel property.



- 8.3. Students should switch off lights, fans etc. when they are not required. For the use of other electric appliances, prior permission of Warden is necessary. They should agree to pay the electrical and water charges as per the Institute policy effective from time to time.
- 8.4. The boarders are not allowed to gamble, to consume intoxicants (narcotics, alcoholic beverages, smoking etc.), nor are they are allowed to have possession of them in the hostel premises.
- 8.5. The boarders are not allowed to invite any lady guest in to their rooms in the boys' hostel.
- 8.6. The boarders are not allowed to accommodate guests in their rooms without written permission of the hostel authorities.
- 8.7. The boarders are not allowed to keep with them any fire arms or weapons even if they possess license thereof.
- 8.8. The boarders are not allowed to keep any pets in the hostel premises.
- 8.9. The boarders are not allowed to invite undesirable elements into the hostel premises.
- 8.10. The boarders are not allowed individual cooking etc. in the rooms and messing outside the Hostel is also not allowed.
- 8.11. The boarders are not allowed to stay overnight out of their hostels or to go out of station without prior permission of the Warden concerned.
- 8.12. Any act of manhandling, group fighting, intimidation or violence, willful damage to property or drunken behavior constitutes a serious offence.
- 8.13. The boarders shall refrain from ragging the junior students in any form and violation of it will be treated as a gross misconduct.
- 8.14. The boarders shall not indulge in any act of theft, immoral acts, misbehavior with hostel/mess staff, spread of regionalism, communalism and casteism etc.
- 8.15. The boarders are expected to live in the hostel as a community and with a full sense of responsibility. They should behave with restraint and decorum and should not act in any fashion, which may cause disturbance to anybody. The boarders shall observe 10.00 PM to 6.00 AM as silence hours.
- 8.16. The boarders are not allowed to take any common room or mess property into their rooms except on issuance of the same.
- 8.17. The boarders are not allowed to play out door games other than those allowed by the Warden, in the hostel premises.
- 8.18. Students are not allowed to convene any meeting in or around hostel without the permission of Warden.
- 8.19. The boarders must abide by any other instructions conveyed by Director, DSW, CW, and Warden from time to time for smooth functioning of Hostels.
- 8.20. The concerned hostel authorities may visit/inspect the rooms of boarders any time to ensure proper cleanliness and other discipline related matters.
- 8.21. The boarders (boys) should report back in the hostel before the specified time daily.



- 8.22. In case of any emergency all the boarders should report the matter to any institute employee on duty i.e. Chowkidar/Security guard/hostel care taker/mess assistant/resident Warden immediately.
- 8.23. Boarder should not keep costly items like jewelry, electronic gadgets etc. They should buy insurance cover against theft and also keep proper security of their valuables. Hostel authorities shall not be responsible for any theft or damage.
- 8.24. The boarder must possess their identity cards with them all the time including while they are going out. Prior permission from the Warden should be sought before leaving the station.

9. GIRLS' HOSTEL SPECIFIC RULES

In addition to general discipline rules, the boarders of Girls Hostel shall abide by the following rules;

- 9.1. Every boarder should report back in the hostel before hostel timings, as notified by the hostel/institute authority. While going out of campus, proper entries have to be made in a register.
- 9.2. Residents going out the hostel but within the campus like laboratories and library after the specified hostel times have to make proper entries in IN-CAMPUS register, after seeking permission from the Warden. The entries should be made with proper details including the contact number of the lab./ department.
- 9.3. Anyone leaving station for going home/ other places for weekend or for vacations must make proper entry in leave register and seek prior permission of the hostel Warden/resident warden.
- 9.4. No guests, including parents are allowed after the hostel timings in the hostel.
- 9.5. Workers/electrician etc can visit the girls' rooms only after making proper entries and with the prior permission of the Warden/resident warden.
- 9.6. No boarder shall keep any heavy electrical appliance in their room like fridge, air-conditioner etc.
- 9.7. A Guest register has been kept at the reception counter. Residents should ensure that they make proper entries in that register when their guests visit.

10. POLICY REGARDING ANTI-RAGGING

10.1. WHAT IS RAGGING

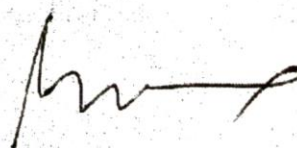
- 10.1.1. Teasing, manhandling, ill-treating with rudeness any Fresher.
- 10.1.2. Psychological harm that raises fear in the mind of fresher.
- 10.1.3. Asking the fresher to perform any act, this has the effect of causing or generating a sense of shame so as to adversely affect his/her physique/ psyche.

10.2. RAGGING IS REPREHENSIBLE ACT

- 10.2.1. No act of ragging shall be tolerated.
- 10.2.2. Any act of ragging shall not go unnoticed and unpunished.

10.3. PUNISHMENT MAY INCLUDE:

- a. Expulsion from hostel.
- b. Fine with public apology.



- c. Withholding a scholarship or other benefit.
- d. Debarring from representation in events or campus placement.
- e. Adverse entry in Character Certificate.
- f. Suspension from the institution.
- g. Expulsion from the institution

11. PROCEDURE OF DISCIPLINARY PROCEEDINGS

- 11.1. If the appropriate authority is satisfied that a prima-facie case exists against the boarder he may be suspended from the hostel, pending a final enquiry. The outcome of which is to be announced not later than 30 days from such a suspension. In case, the boarder is acquitted or the decision is delayed for more than 30 days such a suspension will stand revoked.
- 11.2. The respective hostel warden will enquire all the cases of breach of hostel conduct rules pertaining to a hostel and take suitable action.
- 11.3. In case of seriousness of breach of conduct rules so warrants, the warden of concerned hostel may request Chief Warden to constitute a committee to enquire and take suitable action, defined under Disciplinary Penalties.
- 11.4. In case of the inter hostel dispute /conflicts a committee headed by Chief Warden will take appropriate actions after enquiry.
- 11.5. Director/DSW may also appoint a committee for enquiry into breach of hostel rules.
- 11.6. The actions taken by above mentioned authorities/committees shall be reported to next Reviewing authority.
- 11.7. While conducting the final enquiry the concerned authority will ensure that opportunity is given to the boarder to present his view point. After the decision is conveyed to the boarder, he may request the concerned authority for its review. An appeal for pardon, remission, commutation, reprieve, and respite shall be with the CW/ Dean Student Welfare or Director as the case may be.
- 11.8. Chief Warden may review action taken by Warden.
- 11.9. Action taken by Chief Warden may be reviewed by Dean (SW).
- 11.10. Director may review any decision taken by hostel authorities.

12. DISCIPLINARY PENALTIES

A boarder found to have violated any of Conduct & Discipline rules:

- 12.1. May be issued written/verbal warning.
- 12.2. May be placed on conduct probation.
- 12.3. May be asked to tender verbal/written public apology.
- 12.4. May be asked to do community service.
- 12.5. May be fined up to a sum of Rs. 25000/-.
- 12.6. May be asked to call his/her parents.



- 12.7. May be asked to make good any loss individually or jointly.
- 12.8. May be expelled from hostel temporarily or permanently.
- 12.9 The case may be referred to Institution Board of Discipline/Police.

13. MANAGEMENT OF MESSES IN THE INSTITUTE THROUGH MESS COUNCIL

The MNIT Mess Council, hereafter referred as Council, shall be responsible for overall superintendence, direction and control of all the messes in the Institute. The Council shall be custodian of all the funds received from students, that includes, mess dues, mess advances and mess caution money. The funds of the council shall be kept in a separate Bank Account, which can be titled as "MNIT Student Mess Account". The summary of receipts and disbursement in the, MNIT Mess Fund Account is as under:

Receipt	Disbursement
<ul style="list-style-type: none"> (i) Mess Dues collected from Students (ii) Service Charges collected from Students (iii) Mess advance collected from Students (adjustable) (iv) Hostel Caution Money (refundable) 	<ul style="list-style-type: none"> (i) Payment to supplier (ii) Wages to mess workers. (iii) Minor maintenance in mess (iv) Procurement of minor appliances in mess

Explanatory Note: The wages of all the mess workers has been paid from the MNIT Mess Fund account, that is, the ICICI Bank Ac/no. 676805000038 (erstwhile Rajasthan Bank Ltd), ever since the inception of the messes in the institution.

13.1 Constitution of Mess Council

- i. Director: Patron
- ii. Dean Students Welfare: Advisor
- iii. Coordinator Mess: Advisor
- iv. Chief Warden: Chairman
- v. Student General Secretary: Co-Chairman
- vi. All student members of Mess Committees: Member
- vii. Warden of each hostel: Member
- viii. Two nominated faculty members to be nominated by Mess Council
- ix. Experts in the field of hospitality, culinary skill and accounting to be nominated by Mess Council

13.2 Powers and Functions of Mess Council

- i. To approve the budget of each mess and determine mess fees chargeable from students.
- ii. To decide the salaries and facilities to mess workers. At least 75% of student members must be present in such a meeting.
- iii. To develop a methodology to ensure smooth working of each mess within the approved budget.
- iv. To formulate policy for procurement of grocery, vegetables and other items from Mess Funds.

- v. To employ and transfer mess workers as per the requirement of each mess.
- vi. To ensure healthy and cordial relations among students and mess workers and other Institute Staff.
- vii. The Council shall meet at least twice in a semester. A complete record of agenda and minutes shall be maintained in the office of Chief Warden.
- viii. To decide on outsourcing any of the services related to the mess and hostels.

13.3 Mess Committee

13.4 There will be a mess committee for each hostel consisting of the following:

Mess Secretary

Joint Secretary

Member (3nos.)

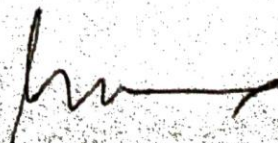
13.5 The warden of a hostel will call upon applications, from the hostel inmates interested to become Secretary, Joint Secretary, and Members. The Wardens will hold interviews/nominate/appoint suitable candidates to the committee. The process should be completed within first 2 weeks of autumn semester.

13.6 The tenure of a mess committee will be one academic year.

13.7 The Wardens will appraise the Dean of Student's Welfare regarding the unsatisfactory conduct of any office bearer. The DSW, may warn the concerned person or terminate his membership as he may deem fit.

13.8 Functions of Mess Committee

- i. To look after the overall working of the mess.
- ii. To monitor the quality and quantity of raw materials and food and pass bills for early payment.
- iii. The Co-Operative Committee consisting of Mess Committee and Warden or his nominee, shall carry out all mess related purchases. The receipt of provisions will be entered into a stock register after verification from the Mess Committee members authorized by Mess Committee. The daily ration for cooking will be issued by the mess secretary/mess committee member. The Mess Committee and Mess Attendant will ensure the quality of food and proper delivery of the mess material as per orders. All vouchers will be signed by the Mess Secretary / Mess Committee members. All the accounts will be audited by Auditors to be appointed by the DSW. All financial transactions will be effected by the Warden and Mess Committee. Chief Warden shall coordinate and will have a general control for smooth running and fairness. Any absence of a student will be taken into account only if he has taken prior permission of the Warden. Otherwise the student(s) will be charged for the whole period of their absence.
- iv. To prepare weekly menu within a reasonable budget in consultation with hostels intimates.
- v. To monitor attendance and discipline among mess workers.
- vi. Any other duty assigned by the Dean of Student Welfare / Mess Council.



Note: Students shall have to take their meals in the Dining Hall and in no case meals will be served in their rooms. In case of illness, sick diet will be provided to the members under advice of the Institute Medical Officer and may be served in the room.

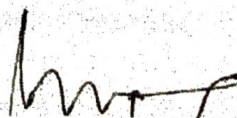
13.9 Warden & Associate/Assistant Wardens

- i. There will be a Warden and Assistant Warden for each hostel. They will be appointed by the Director on the recommendation of Dean of Students welfare
- ii. They will be responsible for the overall discipline in the hostel and mess.
- iii. They will be responsible for the maintenance of hostel premises including mess and common room.
- iv. They will advise the mess committee to discharge its duties efficiently and responsibly.
- v. They will be responsible for conduct of mess assistant.

13.10 Duties of Mess Assistants

- i. To help the Mess Committee in preparing menu of the mess and purchasing materials for the mess as per a defined policy.
- ii. To keep the proper record of the stock books of:
 - iii. Permanent articles, Furniture's, Utensils etc.
 - iv. Raw Material
 - v. Attendance registers of mess members.
 - vi. Keeping attendance records of mess workers duly verified by the mess committees.
 - vii. To prepare daily record sheet of consumable items with cost.
- viii. To prepare monthly bill and diet account of mess members latest by 10th of each month.
- ix. To submit the list of Mess dues for posting of dues in the individual account of mess members
- x. To prepare a list of items of Raw Material required for Mess ad to send the same to uphar or any other agency as decided by the mess council in time 15 days in advance.
- xi. To place daily supply order to the supplier of vegetables, bread butter, milk etc.
- xii. To arrange to keep the kitchen and dining hall of the mess clean and tidy.
- xiii. Credit bills of suppliers and duly verified by the Mess Asstt., Mess Secretary and Warden are sent by the Mess Asstt. To the Dean Students Welfare Office for arranging the payment to the suppliers through any means other than cash.
- xiv. To keep the record of attendance of the Mess workers and also prepare the Muster Roll of the Mess workers. This Muster Roll is to be sent to Dean Student Welfare Office for arranging payment of the mess workers preferably through Cheque/Bank Transfer.
- xv. To keep proper record of advance taken for the special diet and emergency purchases.
- xvi. To see that all Mess employees are in order, neat and clean and also in proper dress.
- xvii. To ensure good quality of food stuff used and of preparation. Records of this should be maintained on regular basis.

13.11 Mess Off/Rebate Rules



- i. Attendance record of each resident would be maintained on attendance register .
- ii. Mess off would be allowed as per mess council policy.
- iii. Residents would be allowed to avail mess off as per mess council policy.
- iv. The rebate in mess bill may be given to individual students on request. The wardens and the mess committee of the hostel, keeping in view the income of family and living standard of the concerned student, shall take decision in this regard.

Note: In case of exigencies, mess off period could be extended beyond the limits mentioned above only after prior approval of chief warden.

13.12 Deposit of Mess Bill

- i. All the boarders are required to deposit a mess advance of Rs. 10000/- (or as decided by Mess Council Policy from time to time) at the time of registration in new semester.
- ii. Mess bill for every month will be displayed on the notice board on or before 10th of every month by concerned Mess Assistant.
- iii. Mess council can modify these rules as per actual requirement from time to time.

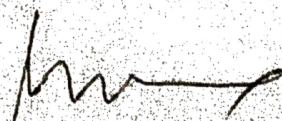
13.13 Operation of Fund and Purchase Rules

- I. The hostel mess fund shall be operated upon by the Dean (SW)/CW/Wardens of the hostel as the case may be.
- II. All expenditure shall be supported by the sanction issued by DSW.
- III. No amount shall be withdrawn without prior approval of the competent authority.
- IV. To maintain uniformity with the institute procurement procedure, the institute purchase rules (as notified from time to time) and mess council policies.
- V. All the non-recurring purchases should be affected through purchase committees duly constituted by the competent authority, which should include student members.
- VI. The "competent authority" means authority indicated in Annexure II of these rules.
- VII. The Chief Warden will issue supply orders for each non- recurring purchase exceeding Rs.15000/-.

13.14 Payment

The Chief Warden/Warden, while incurring or authorizing the expenditure out of hostel mess fund (MNIT Students Mess Account), shall observe established canons of financial propriety inter se,

- i. Strict economy at every step should be observed.
- ii. Some vigilance in respect of the expenditure incurred out of the mess fund should be exercised as a person of ordinary prudence would exercise in respect of expenditure.
- iii. The expenditure should not be more than the occasion demands.
- iv. Power should not be exercised in sanctioning expenditure or passing an order that is directly or indirectly to his own advantage.
- v. Money out of the hostel fund should not be utilized for the benefit of a particular person.



- vi. The amount of allowances granted to meet expenditure of a particular type should be so regulated that the allowances are not on the whole the source of profit to the recipients.

13.15 Write-Off Procedure

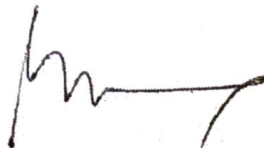
The Director may sanction write-off of the store rendered unserviceable in normal working or use, provided the same is first examined and certified by the mess/hostel committee and recommended by the warden concerned or any other officer so appointed by the Director. Necessary entry to this effect should be made in the relevant stock register after sanction.

- i. Store: "Store" means consumable and non- consumable items.
- ii. Maintenance of Records: Each hostel shall maintain such records, registers, books, forms etc. as may be needed for smooth functioning and also as may be prescribed by the Director from time to time in this behalf.
- iii. Audit: The audit of Mess accounts shall be conducted every year, by the Auditor or by any other Auditor or CA or an Auditing firm appointed by DSW.

14. AMENDMENTS AND INTERPRETATION: The Director shall be the final authority for interpretation of these Rules. Amendments or addendums to these Rules may be issued by the Director as he may deem fit. In case of exigencies the Director can over-rule any or all the provisions contained in these Rules.

SPECIAL NOTE

All rules or part there of defined herein can be modified through a meeting of the Mess Council with at least 75% of the student member of the Council present. Further, the patron is empowered to dissolve the Mess Council without giving reason thereof, in case of serious allegations of corruption and/or graft charges. Under such conditions an alternative Mess Council shall be nominated by the patron, however, the regular Mess Council should be formed as per the guidelines under these rules within a period of six months.



Annexure I

APPOINTMENT AND DUTIES OF OFFICIALS

1. Chief Warden (Hostels)

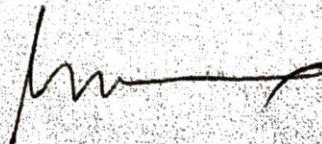
A member from amongst the senior teaching faculty of Malaviya National Institute of Technology, JAIPUR shall be appointed Chief Warden (Hostel), by the Dean (SW), of the Institute. He will be the administrative head of all Hostels of the Institution. The Chief Warden Hostels should possess experience of having worked as Warden and he/she should be conversant with hostel and mess functioning, having adequate knowledge of accounts, recruitment and hostel administration and above all the hostel spirit.

- 1.1. He shall periodically check the working, discipline, cleanliness and all other aspects of general administration of all the hostels of the institution.
- 1.2. He shall provide guidance to Wardens in running the Hostels, Hostel Mess and Hostel Common room.
- 1.3. He shall ensure that messes in hostel are co-operative efforts of the students and profit is not its motive. Any saving that accrues will be spent for maintenance of the hostel and the general welfare of the boarders.
- 1.4. He will arrange internal auditing of mess accounts and decide upon the financial management of the hostel/mess.
- 1.5. He will help the DSW and the Director to ensure the overall discipline amongst boarders.
- 1.6. Recruitment of persons and services will be under direct control of Chief Warden Hostels. If any of the above post is created and financed by the institute, the Institution will recruit that particular incumbent.
- 1.7. All disciplinary action of boarders or reward giving action will be finally decided by Chief Warden (Hostels). He may remit, deduct or enhance any punishment or fine imposed for breach of hostel rules, mess rules, common room rules or such other rules on reference to him for final decision.
- 1.8. Any other duty in addition to those mentioned above concerning the Hostel Mess management, which may be deemed fit and may be assigned to him by the DSW and the Director.

2. Warden (Hostels)

A faculty member of Malaviya National Institute of Technology, Jaipur shall be appointed as Warden by the DSW.

- 2.1. Wardens are the local guardians of the students and are responsible for their moral, mental and physical well-being.
- 2.2. The warden shall run the Hostel. He/ She will look after the general administration of his/her hostel.
- 2.3. The Warden shall also run the club attached to the concerned hostel.
- 2.4. The Warden shall supervise the working of the concerned Mess, under the guidance of Chief Warden (Hostel), and shall see that rules and procedures are strictly observed in the Hostel mess.



- 2.5. He /She shall regularly check the accounts ledger of the mess concerned and guide the mess manager.
- 2.6. He /She will help audit of his mess accounts regularly by the internal audit team constituted by the Chief Warden/Director.
- 2.7. He/ She shall supervise the working of the clubs through club secretaries attached to his/her hostel. The Warden of a hostel shall ex-officio be President of the Common room attached to the hostel.
- 2.8. He /She will ensure that the leave register of the hostel/mess staff is maintained.
- 2.9. Mess uniforms may be recommended by the Warden to the Mess/Hostel staff with at least two year service.
- 2.10. He/ She shall see that the hostel care taker maintains an attendance register and attendance is taken daily. The concerned Warden shall sign the register.
- 2.11. The warden is the administrative head for complaints regarding sanitation, water and electricity supply in the hostel.
- 2.12. Any other duty regarding the Mess Management and management of hostel deemed fit, may be assigned to him/her by the Chief Warden in addition to the duties mention above.

3. Mess Assistant

The Mess Assistant is the Institute post and thus post will be filled in by the Institution as per the rules and as per requirement.

- 3.1. The Mess Assistant shall report to the Warden any damage to or loss of an item of furniture or fixtures/utensils in the Mess, Dining hall and Common room.
- 3.2. He will maintain an inventory of furniture and fixtures of mess, common room, dining hall etc.
- 3.3. He will dust/clean the furniture and fixtures of the mess, common room and dining hall etc.
- 3.4. He will clean the glass panes of mess, common room and dining hall etc.
- 3.5. He will keep a liaison between warden, Mess Warden and other mess staff
- 3.6. He will maintain purchase and consumption register of eatable items in mess.
- 3.7. He will record the attendance and maintain attendance register in the Mess.
- 3.8. He will be held responsible for any loss of or damage to the furniture, fixtures etc. if not reported by him.
- 3.9. The Mess Assistant shall attend to any other duty assigned by the Chief Warden/Warden.

