

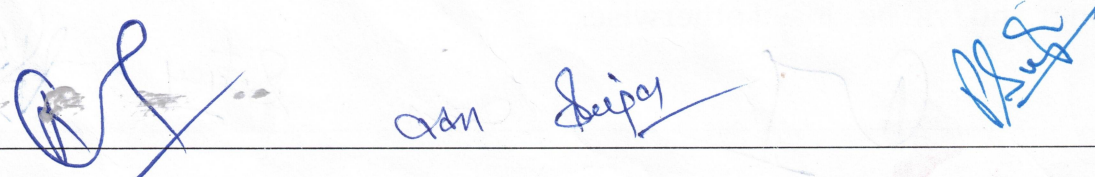
NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR

Office of the Chief Warden (Boys)

Minutes of the Meeting

A meeting of all the mess committee members of Boys' Hostel, Wardens and Dy. Reg. (F & A) was held on 13-09-2024(Friday) at 5:00 PM at Hostel - Sirpur to finalize the rules for running the mess in session 2024-25. The following rules were finalized:-

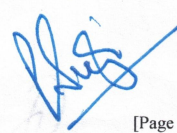
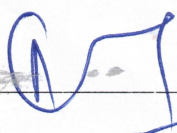
1. Like previous years this year also the mess will be run as students' cooperative mess managed by mess committee of respective hostels under the supervision of hostel warden.
2. Mess committee of atleast four members for Hostel Mainpat, Chitrakot, Malhar, Kotumsar & 16 members for Hostel- Sirpur will be constituted by respective wardens. Members can be changed as and when required by the warden and will be notified to the hostel section.
3. The mess advance, through cheque, will be issued in the name of one member of the mess committee for grocery / vegetables and other mess related items (not for infrastructural facility-if otherwise not stated) after receiving the request from the mess committee through the respective warden in the prescribed format. However members of mess committee will be jointly responsible for the amount given to them.
4. Accounting shall be done by the mess committee and mess bill shall be displayed through respective hostel warden for objections and corrections in the next month between 1st to 4th. The hostel inmates are required to check their mess bill during this period so that corrections, if any can be made there in. Any complaint after the display period shall not be entertained and for any dispute in this regard, the inmates and mess committee shall be responsible.
5. Complaint regarding mess billing should be resolved immediately by the mess committee and the corrected bill is to be submitted on 7th (if non-working next day) of every month, to the hostel section through the warden for clearing the advance taken for the previous month. In case of non submission of mess bill, warden can recommend an appropriate disciplinary action against members of the mess committee.
6. The mess committees will submit the final bill in the prescribed format to the office of Chief Warden through their warden.
7. All the mess committee will decide their own menu, such that the monthly bill of each inmate should not exceed Rs. 3,400=00 per month.



NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR

Office of the Chief Warden (Boys')

8. The marketing will be done by the mess committee members with the help of head cook. The mess committee will be responsible for maintaining the quality of the food and hygienic conditions in the mess. The marketing and subsequent checking of the quality and quantity of the mess purchases will be the responsibility of the mess committee, which can be done through head cook.
9. The mess menu will be decided and displayed every week by the mess committee as per the suggestions received from the inmates.
10. Record keeping of absentees of mess will be done by the head cook under the guidance of mess committee.
11. Child labor will not be employed as mess servants by the mess committee.
12. The students will be allowed four days of absent without any fine in the mess, subsequent mess absentees will be charged for full day (i.e. daily charges-same as that of students present), unless they have any valid reason (in which case, they must have written permission from the warden). However for any absence one day prior written intimation to mess committee is must.
13. Messing for the inmates will be compulsory, if not permitted by the warden.
14. Meal charge will be decided on actual basis and may vary each month but it has to be shared by each inmate.
15. Guests are discouraged to avail mess facilities in boys' hostels. However faculty members, Ph.D. Scholars & M. Tech. students, B. Tech. / B. Arch. Ist sem. and staff can avail the mess facilities only with the prior approval of the hostel warden. They will join the mess as inmates of the hostel and shall deposit the entire Mess Advance component of the hostel fee in hostel account. The charges for other guest on daily basis shall be Rs. 40/- for breakfast / Tiffin, Rs. 80/- for lunch / dinner, Rs. 120/- for special lunch / dinner and Rs 150/- for all meals in a day. The charges can be revised as per the suggestions proposed by mess committee.
16. Other than mess committee members and mess workers, nobody will be allowed to enter the cooking premises.
17. Mess will remain closed during vacations, declared by the institute or when the number of students staying in the hostel will be less than 30% or in any other situation, not favorable for running the mess (to be decided by the warden).
18. The utensils and other mess amenities will be the responsibility of hostel inmates and in case of any loss; it has to be borne by the all inmates.
19. The mess hall will be opened during specific periods for breakfast, lunch, tiffin and dinner and will be closed otherwise.



NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR

Office of the Chief Warden (Boys')

20. A complaint / suggestion book will be maintained by the head cook and the issues will be resolved by the mess committee under the guidance of respective warden.
21. Inmates are not allowed to take the meal in their room. Students found otherwise will be fined heavily and may be rusticated from the hostel.
22. Inmates are not allowed to share their lunch / dinner with outsiders. Inmates found otherwise will be fined Rs. 200/- per lunch / diner and also they may face disciplinary action.
23. The entire management of the mess will be the students and the administration has no role whatsoever therein.
24. The purchase of regular items (except vegetable, fruits, etc.) shall made through GST registered Venders only and payment will be made to the vender through Cheque/RTGS/NEFT on submission of GST complied Bill.
25. The mess committee will be granted advance to meet incidental expenses.
26. The mess committee members shall submit proper bill, where ever applicable, against advance of a month within 10 days of succeeding month. The entire purchase bill shall be signed by at least two members of the mess committee.

Hostel - Mainpat **Mess Committee**

1. Bipul Kumar Yadav *Bipul*
2. Piyush Kumawat *Piyush*
3. Shivansh Arora *Shivansh*
4. Y. Saikiran *Y. Saikiran*

Hostel - Chitrakot **Mess Committee**

1. Anshu Kumar *Anshu*
2. Kshitiz Soni *Kshitiz*
3. Ankit Rai *Ankit Rai*
4. Swastik Sundar Pattjoshi *Swastik*

Hostel - Malhar **Mess Committee**

1. Aditya Kumar *Aditya Kumar*
 2. Aryan Praful patil *Aryan*
 3. Satyam Trivedi *Satyam*
 4. Mayank Jhariya *Mayank*
- ⑤ M. Vamsi *M. Vamsi*

Hostel - Kotumsar **Mess Committee**

1. Prashant Rao *Prashant Rao*
2. Snehil Ahmad *Snehil*
3. Soham P. Wankhade *Soham*
4. Aditya Jaiswal *Aditya Jaiswal*

Hostel - Sirpur

Mess Committee

1. Dharamjeet Singh *Dharam*
4. L. Shyam sai v v varma *L. Shyam*
7. Narendra Bind *Narendra*
10. Swarnva Dey *Swarnva*

Mess Committee

2. Ankit Kumar *Ankit*
5. Abhiudhya ku. singh *Abhiudhya*
8. Ujjawal Agrawal *Ujjawal*
11. Abhya pratap singh *Abhya*

Mess Committee

3. Abhilashkar *Abhilashkar*
6. Yashwant pradhan *Yashwant*
9. Raushan patel *Raushan*
12. Amit saggam *Amit*

NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR

Office of the Chief Warden (Boys')

13. Vikash Dewangan Vikash
 16. Ayush Kumar Ayush Kumar
 19. Rahul Singh Rahul
 22. Rahul Kumar Rahul
 25. Akhtar Raza Akhtar Raza
 28. Pranjal Pranjal

14. Subhash Mallick SM
 17. Shubham Kumar Shubham Kumar
 20. Adarsh Shukla Shukla
 23. Abhinav Anand Abhinav Anand
 26. Dhruw Soni Dhruw Soni
 29. Satwik Gupta

15. Ankul Pandey Ankul
 18. Md. Nadeem Khan Nadeem Khan
 21. Raj Singh Raj
 24. Vikash Vikash
 27. Kuvar kp singh Kuvar kp singh

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 Warden
 Hostel-Mainpat

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 Warden
 Hostel-Chitrakot

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 Warden
 Hostel-Malhar

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 Warden
 Hostel- Kotumsar

[Signature]
 Warden
 Hostel - Sirpur
 (Block - I)

[Signature]
 Warden
 Hostel-Sirpur
 (Block - II)

[Signature]
 Warden
 Hostel-Sirpur
 (Block - III)

[Signature]
 Accountant (Boys' Hostel)

[Signature]
 Dy. Registrar (F & A)

[Signature]
 Chief Warden (Boys')

[Signature]
 Dean, Students' Welfare

Chief Warden (Boys')