



इंदिरा गांधी कृषि विश्वविद्यालय

कृषक नगर, रायपुर 492 012 (छत्तीसगढ़)

INDIRA GANDHI KRISHI VISHWAVIDYALAYA

KRISHAK NAGAR, RAIPUR 492 012 (CHHATTISGARH)

नस्ती क्र.शैक्ष.-1/61/2013/
प्रति,

रायपुर, दिनांक 13-08-2013

1. अधिष्ठाता छात्र कल्याण, इंदिरा गांधी कृषि विश्वविद्यालय, कृषक नगर, रायपुर (छत्तीसगढ़)।
2. अधिष्ठाता, कृषि संकाय, कृषि महाविद्यालय, इंदिरा गांधी कृषि विश्वविद्यालय, कृषक नगर, रायपुर 492 012 (छत्तीसगढ़)।
3. अधिष्ठाता, कृषि महाविद्यालय, कृषक नगर, रायपुर 492 012 (छत्तीसगढ़)।
4. अधिष्ठाता, ठाकुर छेदीलाल बैरिस्टर कृषि महाविद्यालय एवं अनुसंधान केन्द्र, बिलासपुर 495 001 (छत्तीसगढ़)।
5. अधिष्ठाता, शहीद गुंडाधूर कृषि महाविद्यालय एवं अनुसंधान केन्द्र, जगदलपुर 494 005 (छत्तीसगढ़)।
6. अधिष्ठाता, राजमोहिनी देवी कृषि महाविद्यालय एवं अनुसंधान केन्द्र, अंबिकापुर, सरगुजा (छत्तीसगढ़)।
7. अधिष्ठाता, संत कबीर कृषि महाविद्यालय एवं अनुसंधान केन्द्र, कवर्धा (छत्तीसगढ़)।
8. अधिष्ठाता, कृषि महाविद्यालय, जांजगीर चांपा (छत्तीसगढ़)।
9. अधिष्ठाता, दाऊ कल्याण सिंह कृषि महाविद्यालय एवं अनुसंधान केन्द्र, भाटापारा, बलौदा बाजार भाटापारा 493118 (छत्तीसगढ़)।
10. अधिष्ठाता, कृषि महाविद्यालय, बेमेतरा (छत्तीसगढ़)।
11. अधिष्ठाता, कृषि महाविद्यालय, कोरिया (छत्तीसगढ़)।
12. अधिष्ठाता, कृषि महाविद्यालय, कांकेर (छत्तीसगढ़)।
13. अधिष्ठाता, कृषि महाविद्यालय, रायगढ़ (छत्तीसगढ़)।
14. अधिष्ठाता, कृषि महाविद्यालय, राजनांदगांव (छत्तीसगढ़)।
15. अधिष्ठाता, उद्यानिकी महाविद्यालय, राजनांदगांव (छत्तीसगढ़)।
16. अधिष्ठाता, उद्यानिकी महाविद्यालय, कुम्हरावण्ड, जगदलपुर 494 005 (छत्तीसगढ़)।
17. अधिष्ठाता, कृषि अभियांत्रिकी संकाय, इंदिरा गांधी कृषि विश्वविद्यालय, कृषक नगर, रायपुर (छत्तीसगढ़)।
18. अधिष्ठाता, बी.आर.एस.एम. कृषि अभियांत्रिकी एवं प्रौद्योगिकी महाविद्यालय, पंडरिया रोड, इ.गां.कृ.वि., मुंगेली 495 334 (छत्तीसगढ़)।

विषय:- विश्वविद्यालय के सभी संकायों के संघटक महाविद्यालयों (Constituent Colleges) में छात्रावास विनियम (Hostel Regulations) को कड़ाई से पालन करने बाबत।

विश्वविद्यालय अधिसूचना पृ. क्रमांक/बी.एम.-46(4)/2003/15984-87 दिनांक 11-03-2003 की छाया प्रति संलग्न का अवलोकन करें। छात्रावास विनियम में दिये गये निर्देश अनुसार कार्यवाही कड़ाई से पालन सुनिश्चित करें तथा इसकी छाया प्रति अपने महाविद्यालय के समस्त विभागाध्यक्षों/छात्रावास अधीक्षकों को इसकी प्रति सुलभ कराने की व्यवस्था करें एवं विद्यार्थियों के मध्य भी प्रचारित करें।

संलग्न :- उपरोक्तानुसार।

कुलसचिव

पृ.नस्ती क्र.शैक्ष.-1/61/2013/2585
प्रतिलिपि सूचनार्थ प्रेषित :-

रायपुर, दिनांक 13-08-2013

1. लेखानियंत्रक/उप लेखानियंत्रक, इंदिरा गांधी कृषि विश्वविद्यालय, रायपुर।
2. उप-कुलसचिव (स्थापना)/सूचना एवं जनसंपर्क अधिकारी, इंदिरा गांधी कृषि विश्वविद्यालय, रायपुर।
3. प्रभारी, विश्वविद्यालय वेब साइट, इंदिरा गांधी कृषि विश्वविद्यालय, रायपुर। कृपया तत्काल अपलोड करें।
4. माननीय कुलपति महोदय के निज सहायक, इंदिरा गांधी कृषि विश्वविद्यालय, रायपुर।

कुलसचिव

इंदिरा गांधी कृषि विश्वविद्यालय
कृषक नगर, रायपुर (छत्तीसगढ़) 492 006

क्रमांक/बी.एम.-46(4)/2003/15983

रायपुर, दिनांक 11/03/2003

अधिसूचना

दिनांक 5 दिसम्बर 2002 को सम्पन्न हुई प्रबंध मंडल की 46वीं बैठक में लिये गये निर्णयानुसार विश्वविद्यालय से संबंधित महाविद्यालयों के छात्रावासों के लिये छात्रावास विनियम (*HOSTEL REGULATIONS*) अधिसूचित कर लागू किये जाते हैं।

ये छात्रावास विनियम (*HOSTEL REGULATIONS*) जारी होने के दिनांक से प्रभावशील होंगे।

संलग्न :- उपरोक्तानुसार।

कुलपतिजी के आदेशानुसार

कुलसचिव

पृ. क्रमांक/बी.एम.-46(4)/2003/15984-87

रायपुर, दिनांक 11/03/2003

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु :-

1. संचालक अनुसंधान/विस्तार सेवायें/शिक्षण, इंदिरा गांधी कृषि विश्वविद्यालय, रायपुर।
2. अधिष्ठाता, कृषि महाविद्यालय/दुग्ध प्रौद्योगिकी महाविद्यालय, रायपुर/कृषि अभियांत्रिकी संकाय/छात्र कल्याण, इंदिरा गांधी कृषि विश्वविद्यालय, रायपुर/पशुचिकित्सा एवं पशुपालन महाविद्यालय, अंजोरा, दुर्ग / राजमोहिनी देवी कृषि महाविद्यालय एवं अनुसंधान केन्द्र, पोस्ट बा.नं.-3, अजिरमा, अंबिकापुर-497 001/ शहीद गुंडाधूर कृषि महाविद्यालय एवं अनुसंधान केन्द्र, कुम्हरावंड, जगदलपुर - 494 001/ठाकुर छेदीलाल बैरिस्टर कृषि महाविद्यालय एवं अनुसंधान केन्द्र, सरकण्डा, बिलासपुर 495 001।
- कृपया अपने महाविद्यालय के समस्त विभागाध्यक्षों /छात्रावास अधीक्षकों को इसकी प्रति सुलभ कराने की व्यवस्था करें।
3. उप-कुलसचिव(शैक्षणिक)/उप-लेखानियंत्रक/सहायक कुलसचिव (स्थापना), इंदिरा गांधी कृषि विश्वविद्यालय, रायपुर।
4. कुलपतिजी के तकनीकी अधिकारी, इंदिरा गांधी कृषि विश्वविद्यालय, रायपुर।

कुलसचिव

पृ. ५/५



**REGULATION GOVERNING HOSTEL MAINTENANCE,
ACCOMMODATION AND RUNNING OF MESSSES AND CANTEENS AT
CONSTITUENT COLLEGES AND INSTITUTIONS OF
INDIRA GANDHI AGRICULTURAL UNIVERSITY, RAIPUR (C.G.)**



(Approved by the Board of Management in its 46th meeting dated on 05 December 2002 and notified vide No. B.M.-46(4)/2003/15983 Dated 11/03/2003)

**REGULATION GOVERNING HOSTEL
MAINTENANCE, ACCOMMODATION AND
RUNNING OF MESSES AND CANTEENS AT
CONSTITUENT COLLEGES AND INSTITUTIONS OF
INDIRA GANDHI AGRICULTURAL UNIVERSITY,
RAIPUR (C.G.)**

1. Title of the Regulations :

These Regulations shall be called “ *Hostel maintenance, accommodation and running of messes and canteens at the constituent Colleges and Institutions of IGAU Regulations – 2003.*”

2. Scope :

These regulations shall apply to all the student hostels attached to constituent colleges and institutions under the jurisdiction of Indira Gandhi Agricultural University, Raipur. These shall come into force with immediate effect.

3. Management :

3.1 The role of Dean, Student Welfare :

As provided in Indira Gandhi Agricultural University Act No. 20 of 1987 and statute 13 (a & b), the Dean students Welfare shall supervise and

coordinate the management of students hostels, messing arrangements and cafeterias through Dean of the College and Hostel Wardens. He shall be the Liaison Officer between University and Colleges/Institutions under the jurisdiction of the University.

3.2 The Role of Dean of the College :

Dean of the college shall be overall incharge of the student Hostel(s).

3.3 The Role of Hostel Warden :

The Hostel Wardens shall under the guidance of the Dean of the college and under the supervision of Dean Students Welfare of the University functionally administer all the affairs of hostels and messes attached thereto with the assistance of the prefect incharge of each wing.

4. Hostel Management Committee :

There shall be a hostel management committee at each college/institute under the jurisdiction of the University. The Senior Hostel Warden shall be it's chairman. All wardens, Chief Prefects, the President or the nominee of the student union of the college, Asstt./Sub - Engineer (Civil) shall be it's members. The Assistant Accounts Officer shall be it's

Member Secretary. The meetings of the Hostel Management Committee shall be held on 1st Saturday of every month.

The committee shall discuss the following :

- a) to make recommendations about the problems related to sanitation, repair of buildings and furniture,
- b) to determine system to run hostel messes either on
 - (i) Co-operative basis or on
 - (ii) Contract system by inviting tenders .
- c) to review the mess rates and measures for efficient and economical running of messes.
- d) to supervise and inspect messes and canteen.
- e) to inculcate and promote values like love, tolerance , integrity, harmony and fraternity for peaceful and corporate living aimed at progress and prosperity.

5. Appointment of the Hostel Warden :

Dean of College shall appoint the Hostel Warden form amongst the academic staff of the college.

- 5.1 One Hostel Warden shall be appointed for every 100 students residing in the hostel.
- 5.2 From amongst the Hostel Wardens one who is senior most shall be designated as "Senior Hostel Warden" who shall co-ordinate the activities of hostels with the assistance of Hostel Wardens.
- 5.3 For Girls hostel, preferably there shall be a lady warden.
- 5.4 Wardens residing in the campus are entitled for rent-free accommodation as warden duty comes under essential services.

6. Powers and Duties of Hostel Warden :

The Hostel Warden shall visit hostel as frequently as possible any time as may be prescribed by the Dean of the college.

- 6.1 Hostel Warden shall ensure that the hostel premises, messes and canteen (if attached to the hostel) are kept in a clean and hygienic conditions and buildings duly repaired.
- 6.2 An aesthetic atmosphere congenial for corporate living shall be developed by maintaining gardens in front of hostel building, whenever

- 6.3 The Senior Hostel Warden shall have a Permanent Advance of Rs. 3000.00, which shall be recouped immediately to meet day to day expenses of all hostels.
- 6.4 Senior Hostel Warden shall have powers to sanction up to Rs. 2000/-.
- 6.5 As a Chairman of Hostel Management Committee Senior Hostel Warden shall ensure that the meetings are held punctually.
- 6.6 Hostel Wardens shall guide, supervise and co-ordinate the food services in the hostel in this regard they shall have the executive and regulatory responsibilities on behalf of the college for efficient, running of the services.
- 6.7 Hostel Warden shall be responsible for maintenance of proper discipline and decorum in the hostels, messes and canteen premises. With the assistance of prefects he shall maintain a register of the students who will be required to be placed on conduct probation for one year. A fine upto Rs. 250/- can be imposed by Hostel Warden for indecorous behaviour of a student considering gravity of offence.

A hosteller placed on conduct probation shall be under constant observation of his general behaviour

and if found satisfactory, his conduct probation may be cancelled.

- 6.8 Cases of indiscipline which in the opinion of the Hostel Warden are more serious for which fine of Rs. 250/- is not sufficient shall be referred to the Dean of the college for taking appropriate disciplinary action.

7. The duties of Prefect and their appointments:

The prefects shall be appointed from among Senior Students by the Dean of the College in consultation with the Hostel Warden.

- 7.1 Each prefect shall be incharge of a wing.
- 7.2 He shall work as representative of Hostel Warden and will also convey problem of the students to hostel authorities
- 7.3 He will take roll-call of the wing students at specified time.
- 7.4 He shall supervise conduct of students on academic probation.
- 7.5 The prefect shall not have to pay room rent of the hostel.

8. Hostel Maintenance Fund :

Hostel maintenance fund shall consist of the hostel fee, amount of fines collected from the Hostellers grant-in-aids from the State Government and Indian Council of Agricultural Research. Until such a fund is created, the expenses would be met from the grants given by the University to respective college.

9. Admission and Occupation :

- 9.1 Admission to the hostels shall be restricted to registered students of the colleges. Students seeking admission/ accommodation in the Hostels shall apply to the Dean on a prescribed form at the time of admission or when applications for allotment of hostel rooms are invited. The Dean will send all such applications to Senior Hostel Warden for processing them as per guidelines the Senior Hostel Warden will then direct the entitled students to contact Warden of respective hostel for room allotment.
- 9.2 The room will be allotted by Warden of the Hostel, upon ensuring that the student has deposited the required fee and has submitted an undertaking that he has read thoroughly will abide by all "Hostel Regulations and Anti-ragging Rules" framed by the University as and that he will not indulge in any such activity which may be called ragging.

- 9.3 The student will occupy only the allotted room and no other room shall be allotted.
- 9.4 Ragging in any form is punishable offences serious action will also be taken against those who permit such acts in their knowledge and do not inform authorities.
- 9.5 The number of students to be accommodated in a room shall be decided by Hostel Warden in consultation with the Dean. The room allotted by Hostel Warden shall be final and his decision shall be binding on the hostellers.
- 9.6 In the cases of shortage of accommodation in hostels, the University may formulate guidelines in logical manner to prioritize admission of the students in the hostels. For example, the PG final year students may get priority over previous year's in view of their thesis research work requiring their extra time in labs and fields.
- 9.7 Dean of the college shall notify the date for allotment of rooms in the hostel. No student shall be allotted accommodation in a room unless he is present on the date notified by the Dean. If the student who has been provided with accommodation fails to occupy the same within 7 days from the date of allotment his hostel seat shall

be liable for cancellation. In exceptional case, to be determined by the Dean of the college the advance paid by such student shall be refunded. If a hosteller remains absent from the hostel for a period of 15 days without prior permission of the hostel authorities, his/her room allotment shall stand cancelled. The room rent of such students will not be refunded. These students shall not be considered for allotment of room during next academic session as well.

- 9.8 Request for change in rooms once allotted shall not ordinarily be entertained unless the Hostel Warden considers the same as a request on genuine grounds.
- 9.9 No student shall be allowed to occupy the hostel room or a part thereof, without the prior written permission of the Hostel Warden for the room.
- 9.10 If any student resides in hostel without seeking prior permission from Warden shall be liable for proper punishment. Dean's decision in this respect would be final. Action will also be taken against students who permit such students to live with them.
- 9.11 No political activity will be permitted in any form within hostel premises.
- 9.12 All the students shall vacate the hostel at the end of last semester of each academic year.

- 9.13 In case of medical emergency during night hours, all efforts would be made by hostel authorities to make available a vehicle on payment, to visit doctor / hospital in the town.

10. Property and Furniture :

- 10.1 Necessary minimum furniture shall be approved by Dean of the College which shall be provided to each hosteller and who will give a receipt of furniture to hostel office.
- 10.2 Inmates of the Hostel shall jointly or separately be held responsible for the damage of the property placed in their charge. All Hostellers shall take proper care of the Hostel property and help in keeping the premises neat and tidy. Any damage done to the furniture or the building through negligence or intentionally shall be fully recovered from the students concerned jointly or separately with the amount of fine to be decided by the Dean of the college in consultation with Hostel Warden.
- 10.3 The caution money taken from each student shall be returned to him when he handovers the charge of the furniture and room in good condition to the Hostel Warden and obtains a certificate to this effect from him.

10.4 All kind of recoveries shall be collected by college office.

11. Use of Electricity :

11.1 Each student shall pay the electricity charges worked out by the Dean of the college on logical basis semester wise as per expected electricity bills and these charges shall be collected at the time of the registration for each semester in advance. Any hosteller found tampering with the electric installations shall be fined Rs. 100/- for each offence. However, before imposing fine, the Hostel Warden shall issue a warning to the delinquent student for not repeating the incident and thus give him an opportunity for improvement. Electric lights shall be used only at night and should not be kept switched on when the room is locked or when the student is out. Students transgressing this rule shall be fined suitably per day by the Hostel Warden.

11.2 Student shall make their own alternate arrangement on failure of electricity supply and it would not be a reason of postponement of any examination/test/quiz etc.

12. Conduct :

12.1 Rooms must always be kept clean and well arranged by the student himself. The windows of the rooms should be closed and doors locked when the students go out of their rooms.

12.2 Students should keep the surrounding of the hostel, sanitary blocks and drinking water places neat and clean.

12.3 Students shall not keep money or valuable things lying about in their rooms. The hostel authorities shall not be held responsible for the items lost by the students.

12.4 The students shall study quietly in their rooms without disturbing or interfering with the studies of other students in the neighboring rooms.

12.5 Hosteller shall not keep personal servants.

12.6 Students are expected to attend national flag salutations. If any student is found in the hostel at the time of such functions, he shall be liable for a fine of Rs. 100/- or such other punishments as may be considered appropriate by the Hostel Warden.

- 12.7 Students are not allowed to have any guest to stay with them without prior permission of the Hostel Warden in writing.
- 12.8 No student shall be allowed to remain absent from the boys hostel after 9.00 pm and 7.30 pm for girls without prior permission of the Hostel Warden in writing. The prefects will take the roll call at above time every day by which the students must be in their rooms.
- 12.9 Hostellers should not leave head quarters without prior permission in writing from the Hostel Warden.

Conduct Rules for Girl Students :

- 12.10 Each girl student shall sign the register kept at the main gate with the watchman while coming in and going out of the Girls Hostel.
- 12.11 Girl students must return to the hostel before 7.30 pm immediately at 7.30 pm the watchman shall close the main doors of the Girls Hostel.
- 12.12 No girl student shall go out of the hostel after 7.30 pm without a prior permission of the Hostel Warden of the Girls Hostel.

- 12.13 Only authorized relatives shall be allowed to meet the girl hostellers between 5.30 to 7.00 pm with prior permission of the Hostel Warden in the lobby.
- 12.14 After 10.00 pm TV shall be switched off and mess hall shall be closed.
- 12.15 The Dean of the college shall ensure due observance of these rules using his discretion in view of the local conditions . In addition to the above, the Dean of the College shall be competent to make rules governing the management of the hostels, if deemed fit, in view of his local conditions and shall notify or display the same permanently at each hostel/ wing for the information of the hostellers .

- 12.16 Students making a breach of any of the above conduct rules shall be fined Rs. 50/- per incident by the Hostel Warden.

13. Acts of indiscipline :

- 13.1 Keeping or using any fire arms, lethal weapons, in the rooms or within the premises of the hostel.
- 13.2 Keeping or consuming intoxicants in any form.
- 13.3 Gambling in any form.

- 13.4 Ragging bullying or harassing of students.
- 13.5 Use of abusive language.
- 13.6 Recourse to violence, assaults, intimidation, rioting.
- 13.7 Showing or causing to show any disrespect to a teacher or a staff member of the University or a member of the public.
- 13.8 Incitement to commit any act of indiscipline.
- 13.9 Consuming alcoholic beverages and smoking in hostel premises.
- 13.10 Any breach of law of the country or the state or the statutes, the regulations and the rules of the University or orders of a competent authority.
- 13.11 Damaging any college university property.
- 13.12 Disorderly behaviour in any form. Any act specifically forbidden by the Dean of the College/ Hostel Warden authorities of the University.
- 13.13 The Dean, may issue additional directives from time-to-time as may be required under specific

situation regarding maintenance of hostels and students conduct.

Note : Complaints related to the incidents of rioting and violence amongst the Hostellers shall be instantly registered with Local Police Authorities by the Dean of the College/Head of the institute for suitable actions.

14. **Punishment for Indiscipline in the Hostel :**

A hosteller who violates any hostel regulation or indulges in any act of indiscipline as per the University rules shall be liable for punishment by Dean of the college or head of the institution.

15. **Suspension, Eviction and Expulsion from the Hostel**

A student can be removed from the hostel for a specific period or permanently by the Dean of the college or Head of the Institution on account of a serious breach of Hostel discipline. In such cases the student shall vacate the Hostel within 24 hours from the receipt of the intimation from Dean of the College or Head of the institution. No appeal shall be made before any authority and the decision of the Dean shall be final and binding on all such students. However, before awarding such a punishment the

student will be given due opportunity to prove him innocent.

16. Peace Committee :

- 16.1 There shall be a Peace Committee of the representatives of the hostellers at each college constituted by the Dean of the college for every academic year. The Peace Committee shall work under the chairmanship of the Senior Hostel Warden . The Hostel Warden and prefect shall be member. The members of the Peace Committee shall necessarily be the meritorious residents of the Hostels nominated by the Dean on the advice of the Hostel Warden and the prefect paying the background of NCC and NSS, judiciously representing the classes of the degree programme(s) without making any distinction of caste creed, religion or region.
- 16.2 The Peace Committee shall make all efforts to maintain peace and harmony in hostels. It will encourage celebrating jointly important festivals of all religions.
- 16.3 The Peace Committee shall strive hard to prevent recurrences of ragging, infighting amongst the hosteller and promote among them values like tolerance, harmony, integrity and fraternity. The committee shall arrange at each college the

programmes for promoting harmony and cohesion amongst the students community like welcome freshmen, sports and cultural programmes and shramadan for keeping the Hostel surroundings, aesthetically beautiful and free from pollution . under the guidance of the Hostel Warden and assistance from the Hostel Prefects.

17. Organization of services in a hostel :

The Hostel Wardens would manage hostels with the help of students and labour provided to ensure maintenance of cleaning in and out side of hostels, running of the messes, reading room and sport activities.

18. Management of messes

- 18.1 It shall be compulsory for each student in the hostel to join the messes of the hostel unless otherwise permitted by the Hostel Warden.
- 18.2 The messes either may be run by students themselves on cooperative basis or by contractors on such terms and condition as may be decided by hostel management committee.
- 18.3 Students may form and run their own Mess - clubs under the guidance of the Hostel Warden but there shall be no discrimination among the students on

the grounds of caste, creed and religion for the purpose of admission to a mess(es).

- 18.4 In case of cooperative mess, the students themselves would be responsible for making all arrangements to run the messes including buying of food material engaging cooks and for cleanliness of kitchen, dining hall etc.
- 18.5 Students should pay mess deposit to the cashier of the mess at the time of his admission to the Hostel. The amount of the mess deposit shall be decided by the Hostel Warden in consultation with the Hostel Committee of the student's council. However in case of difference of opinions, the Dean's decision shall be final.
- 18.6 The general management of each mess shall be in control of a committee consisting of
- (a) A Secretary to be elected for every month.
 - (b) The Assistant Secretary to be elected for every month.
 - (c) The Cashier to be elected for every month from amongst the members admitted to the mess who shall assist the Hostel Warden in the financial matters of the mess.

(d) If desired a separate account may be opened with the nomenclature of " Hostel Mess Accounts of the College/Institution " and the amount deposited in a nearby nationalized scheduled or cooperative bank. This account will be operated jointly by the Hostel Warden and one of the prefects to be nominated specifically by the Dean of the college/officer-in-charge of the Institution.

(e) The internal auditors shall be nominated by the Hostel Warden from amongst the students for a specific period. The mess account shall be a private account to be operated by the mess committees. The cashier shall keep the accounts of cash and stores and shall submit the same to the club and to the Hostel Warden in the first week of the subsequent month. The account shall be audited by the two internal auditors every month.

18.7 The outgoing cashier of every mess should clear off the arrears and also close the accounts for the month and hand over the charge to the incoming cashier in the presence of the Hostel Warden.

18.8 The Secretary shall see that no member is allowed to take meals after 10th of every month unless he has cleared off the previous dues.

18.9 No goods shall be purchased on credit by any of the secretaries or cashier on behalf of the mess, hostel or college.

18.10 No student shall be allowed to have his meals outside the dining rooms of the mess, without the permission of the Hostel Warden.

18.11 The students shall maintain proper decorum while in mess including coming in proper dress, crustaceous behaviour, respect to the guests etc.

18.12 Differences, if any among the students of the various messes shall be settled by the Hostel Warden, whose decision shall be final. The Hostel Warden shall have powers to investigate and deal with the matters arising out of mismanagement of the mess.

19. Cancellation of Membership of Messes

Each member shall pay his monthly mess bill so notified to him by 10th of the subsequent month failing which his enrollment as a member of the mess concerned shall stand cancelled and he shall not be allowed to take meals in the mess unless allowed by the Dean for a week's time on a genuine ground only.

20. Maintenance of Accounts and Stores:

I) The following Registers shall be maintained authenticated to ensure proper accounts and store records :

(i) Dead stock Register

(ii) Stock Book (Consumable)

(iii) Bill Book

(iv) Monthly food accounts

(v) Cash Book

(vi) Labour payment register.

II) The monthly food accounts shall be made available for inspection of the members of the mess for three days before end of the month. Any errors if noticed, should be reported to the Hostel Warden before 5th of subsequent month.

21. Running of the canteen :

21.1 The College canteen can be run either on cooperative basis or on contract basis. When decided so the college canteen shall be managed by the Hostel Warden with the help of the canteen committee of the students' council.

21.2 If the canteen is to be run on contract basis, the tenders shall be invited. The period of the contract shall be eleven months. The contractor shall have to pay the rent of the canteen building as decided by the University. Alongwith other charges such as for water, gas, electricity . He shall have to execute an agreement bond with the Dean of the college/ the Officer-in-Charge of the Institution. The canteen contractor shall deposit with the Dean of the college an amount equal to six months rent of the canteen building as a security deposit. If the services of the contractor are found unsatisfactory, the said contract can be terminated at any time after giving the contractor a weeks notice by the Dean of the College. If he fails to vacate the canteen premises as directed the gas, water and electricity supply shall be disconnected and losses, tubs, incurred shall be recovered from said contractor.

21.3 The items their rates and the quality will be approved by the committee constituted for the purpose.

22. Any dispute arising out from interpretation of any of the provision of this regulation, such matters shall be referred to the Vice-Chancellor whose decision shall be final and binding.

(Approved by the Board of Management in its 46th meeting dated on 05 December 2002 and notified vide No. B.M.-46(4)/2003/15983 Dated 11/03/2003)