

Annexure-I

MESS REBATE RULES

1) All residents of Hall-IV are required to join the mess from the date of their registration in respect of registered students and from the date on which permission has been granted to stay in the Hall of Residence by the Dean of Student's Affairs (DOSA) in respect of residents employed in Institute Projects.

2) A resident, desirous for applying for mess rebate, will be required to inform the Mess Manager at least 1 (one) day in advance in the prescribed form.

3) Rebate can be applied for a period of minimum of three consecutive days. For a period exceeding ^{9 days (i.e. >= 10 days)} 5 (five) days, applications should be forwarded by the concerned DPGC/DUGC Convener (for registered students) or DORD office (for residents employed on project). **9 days (i.e. >= 10 days)**

4) A gap of a minimum of 10 (Ten) days is necessary between two rebate periods in a month.

5) No resident, who is on rebate, will be allowed to avail the mess facility on the basis of extras or as a guest of other residents.

6) Full (100%) rebate is admissible to a member in the following cases:

i) He / She is on medical or vacation leave from the Institute. The rebate period will include Institute holidays and Saturdays/Sunday falling before or after the leave.

ii) He / She is out of station for academic or Institute work (duly certified by authorities).

iii) He / She is unable to take mess food for health reasons as certified by a Medical Officer or the Health Centre of the Institute.

iv) Clauses (i), (ii) and (iii) are applicable at all times during the year including summer time/vacation mess. Applications for rebate under these clauses shall be submitted to the Warden.

v) Except in the case of undergraduate students proceeding on vacation during the official Institute vacation periods, clauses (i) and (iii) must be supported by documentary evidence from the concerned department or Institute, i.e., from the supervisor/DPGC Convener/HOD/Project Coordinator.

7) Except as covered in Clause ⁽⁶⁾ ~~(4)~~ above, the rebate shall be granted at the rate of 90% of the basic daily mess rate (BDMR) of the respective month.

However, the number of such rebate days should not exceed 15 days in a month.

8) Rebate will be given only if the residents enter on the sheet one day before leaving (taking last meal). However, if he has been unable to do so and leaves the campus due to emergency reasons, intimation must reach the Warden or the Warden's office in writing. The rebate will be granted from the date when this information reaches the Warden.

9) The concept of self-guest is abolished. Residents on rebate may, however, eat in the mess by buying coupon on cash basis.

10) A resident who is found eating in the mess when under rebate without a coupon, will be subject to a fine of Rs. 500/- (Five hundred only). The fine shall be credited to the Hostel Funds.

11) Rebate rules are also applicable to day boarders (outside members) permitted by the Warden(s) to eat in the mess.

12) No guest will be entertained in the mess for more than 15 meals in a month. If any resident violates this provision, he/she will be penalized appropriately by the Warden(s). However, if the residents wish to entertain guests for more than five days in a month, they must take the permission from the Warden(s).

13) The above rebate rules shall be applicable uniformly to all mess members, including non-residents.

14) In addition, the undergraduate students are entitled to 100% rebate throughout the vacation periods when they vacate the Hostel room.

15) No extra item is allowed to be prepared in the mess for any function other than the concerned activities of Hall of Residence.

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