



Office of the Warden, Girls Hostel

South Campus, University of Kashmir

(NAAC ACCREDITED GRADE "A+")

Highground, Fatehgarh, Anantnag, Jammu & Kashmir 192101

No: Mess-Serv./SC/KU/11

Dated: 04/04/2023

Operationalization of Mess in Girls Hostel South Campus, University of Kashmir

In line with the New Hostel Policy-2019 available on the Main Campus Website, the functioning of the mess in girl's hostel, South Campus shall be guided by the following procedure:

1. The mess fee @ Rs 2400/month has to be deposited by the hostel boarders in advance (by or before 5th of every month) in the account with following details:

Account no: 0472040510000017

Name of the Account: Warden Girls Hostel, South Campus

Bank: Jammu and Kashmir Bank, Sadiqabad, Anantnag

IFSC Code: JAKA0SAADIQ

A copy of the duly signed receipts, mentioning amount, reference ID, date and month of the deposit shall be submitted in the office of the Warden by 7th of every month.

2. No part payments on account of "*Not being in hostel for few days of a month*" shall be entertained. It is strictly impressed upon all the boarders to avoid disrupting the discipline of the hostel by unwarranted claims.
3. The mess committee along with Mess Manager shall calculate the income and expenditure on 30th of every month to check for deficits. In case, any deficit is there, all boarders must cooperate with the mess committee.
4. In case the deposits are more than the expenditure, refund will be given commensurately.
5. The menu shall be decided for 15 days by the mess committee in consultation with the boarders and duly signed by the Warden. No change in menu (once decided for 15 days) shall be made.
6. The mess committee shall ensure the price, quantity and quality of the supplies by maintaining a receipt register, mentioning the product, brand (wherever applicable) and price of each item on daily basis.
7. In case any girl has to leave the hostel to visit home, information shall be given to Mess incharge 2 days prior leaving the hostel and 2 days before the actual date of returning the hostel.



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8. The mess committee shall have the responsibility to submit duly signed certificate and verified bills on Monday of every week to the Warden through office for issuing cheques to the suppliers.
9. All the boarders are required to avail mess facilities. No excuse of getting food from home or outside shall be entertained.
10. A strict action will be taken against the students who try to violate or instigate the boarders against the set policy.

Sd/-
Warden

CC:

1. Director, for information.
2. Notice Board
3. Boarders
4. File.