

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY LUCKNOW

MESS RULES

1. Lunch/Dinner will be self-served on the table. Well dressed up waiters will take care of this in proper manner.
2. The quantity of food will be unlimited except in the case of special items.
3. Mess rebate for **5 or more days** would be admissible to the residents of Hostels on the following grounds:
 - a) Approved Study Holidays declared by the Institute.
 - b) Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.
 - c) Periods availed by students for attending interviews on the recommendation of the of Training and Placement/ Head of Department.
 - d) Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.
 - e) Any other valid reason with prior permission of Warden.
4. Application for mess rebate should be made in the prescribed form and it should be submitted 3 days in advance. The Warden should forward the application. An Acknowledgement may be obtained from the Mess Supervisor for having applied for mess rebate.
5. Students proceeding on medical Leave from the campus should produce the Medical Certificate issued by the Institute Medical Officer at the time of their leaving.
6. In case of sudden illness, information on leaving the mess should be made available to the Hostel warden immediately and the application for mess rebate should be submitted within the next 3 days.
7. Students who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess rebate for a further period should intimate the Mess Supervisor before expiry of the approved holidays, the probable date of rejoining the mess. A medical certificate from a Medical Officer not lower in rank than that of a Civil Asst. Surgeon is to be submitted in this case. No mess rebate will be given, if advance intimation is not provided.
8. No student can claim mess rebate unless he/ she had intimated his / her absence by applying for mess rebate in the prescribed form **3 days in advance**.

09. At the time of joining the mess after availing mess rebate, the students should intimate the mess supervisor.
10. Students other than the Mess Committee Members and Authorized Person are not permitted to enter the kitchen or store room of the mess on any account.
11. Students are not permitted to cook any food on their own accord in the mess or in their rooms.
12. Students on no account, whatsoever, will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc. to their rooms.
13. No food will be served in the rooms of the hostel for any student unless a certificate is produced from the Institute Medical Officer to the effect that the students' condition requires the food to be served in their rooms.
14. **No diner shall waste food. Paying mess bill does not entitle a diner to waste food.**
15. Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. The diners should not remove notices put up on the notice boards.
16. All diners shall interact with the mess staff in the dining hall in a courteous manner.
17. After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
18. The guest rates for breakfast lunch and dinner will be decided by the competent authority and are subjected to revision from time to time depending upon the prevalent rates in the market.
19. No student is allowed to stay in the Hostel during the rebate period. In case, any student found then strict action will be taken against him/her.
20. It shall be the responsibility of every student individually or collectively to safeguard all the properties including furniture, fittings, etc. of the Hostel & Mess. For any damage to, or loss of, any property from the hostel rooms/mess, the occupants(s) will be held directly responsible for damage to any furniture, fittings, utensils or part thereof, inmates of hostel shall be held collectively responsible. Whenever any loss or damage is reported to the Warden Assistant/Hostel Warden, he/she shall take cognizance of it and on his/her own discretion, recover the loss, fully or partly, from the students, individually or collectively as deemed fit, by imposing fine, the amount of which shall be decided by the competent authority on a case to case basis.

Indian Institute of Information Technology, Lucknow

भारतीय सूचना प्रौद्योगिकी संस्थान, लखनऊ

Mess Rebate Form

Date: ___ / ___ / ___

Mess Rebate: Account Office Copy

Name: _____

Roll No: _____

Duration: From ___ / ___ / ___ To ___ / ___ / ___ Total No. of Days: ___

Mess Supervisor	Warden (Boys/Girls)	Student
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Date: ___ / ___ / ___

Mess Rebate: Student Copy

Name: _____

Roll No: _____

Duration: From ___ / ___ / ___ To ___ / ___ / ___ Total No. of Days: ___

Mess Supervisor	Warden (Boys/Girls)	Student
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Date: ___ / ___ / ___

Mess Rebate: Mess Supervisor Copy

Name: _____

Roll No: _____

Duration: From ___ / ___ / ___ To ___ / ___ / ___ Total No. of Days: ___

Mess Supervisor	Warden (Boys/Girls)	Student
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- Entry of the mess rebate should be made in the Mess Leaving Register to be maintained by Mess Supervisor

Mess Rebate Guidelines:

1. Filled form must be submitted to the Catering Supervisor at least three days before the commencement of rebate period by the concerned student.
2. Part II is essential for all PG students who wish to take rebate for more than 5 days and for all UG students who wish to take rebate more than 5 days during the semester (excluding semester breaks).
3. All PG students with scholarship (irrespective source of fellowship) are allowed to avail maximum of 45 days during a year including semester breaks.
4. All M.Sc., MBA, B.Tech, Integrated M. Tech Diploma Dual degree and self financed PG students are allowed to a maximum of 20 days rebate during one semester.
5. Students on official duty out side Delhi can take rebate for the centre "On duty" period and it will not be counted above mentioned limits.
6. To avail rebate on medical ground medical certificate must be attached to the rebate application.
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