

GUIDELINES FOR HOSTEL AFFAIRS

1. Mess dues collection and verification:

- Mess dues amount will be decided by the hostel committee and will be displayed on the notice board on the first day of every month, which should be paid within the first 15 days of the month (or as notified).
- Mess dues will be collected via card transaction in the hostel, or directly in the bank account of Punjab National Bank, TU or through online modes of payment. The boarders have to show the document of transaction (receipt) after the payment. A list of boarders will be prepared every month with the payment amount and date of payment and the names of non-paying boarders (defaulters) will be displayed on the notice board.
- Fine: Rs 250 for the first 10 days after last day of payment.
Rs 500 for the next remaining days.
Rs 500 per month, if the money is not paid within the month.
- Mess dues will be collected in the hostel by the caretaker only, which will be verified by the auditor and the prefect. Net amount collected in the account will be verified by the auditor every week.
- Committee members must pay a minimal amount of Rs 200 as mess dues per month.

2. Collection of money from other sources:

- Menials and other hostel staff should pay an amount of Rs 200 per month for the food.
- Guests must pay Rs 150 per day for staying in the hostel guest rooms.
- These payments will be collected by an Assistant Prefect and will deposit it in the bank account. He should show the documents of collection as well as deposition of the money in the audits.

3. Boarder list update:

- No boarder is allowed to shift their rooms without proper permission of the Warden.
- Boarder list should be verified/ updated every month. This list must tally with the list of all the paying (and non-paying boarders) which will be prepared by caretaker.
- Boarder list related work will be done by an Assistant Prefect.

4. Cleanliness and hygiene:

- The cleanliness job (bathroom cleaning, corridor cleaning, etc) done by the contracted labours must be checked regularly.
- Any complaint regarding cleanliness should be immediately registered at the security desk.
- The cleanliness related work will be overseen by the caretaker, which will be verified by an assistant prefect.

5. Water and boarder facilities:

- Proper working and maintenance of the water outlets in the hostel will be overseen by an assistant prefect.
- Hostel room problems (faulty fans, broken chair/table, broken locks) should be reported to the security desk, which will be redressed by the same assistant prefect.

6. Mess expenditure, food and quality

- Mess managers (preferably 2) will be selected by the hostel committee per month to look after the food provisions in the hostel. They should prepare the menu and look after the food quality and expenditure.
- Mess convenor should look after the quality of food and expenses only and should not indulge in any day to day mess activities.
- Mess convenor will verify the purchases with the bills provided whenever anything is ordered by the mess managers and ensure expenditure is not exceeding the budget.
- If the expenses exceed the budget, the mess managers will be penalized.
- Any complaint regarding the food quality should be addressed by the mess convenor.
- The Prefect and a Warden will oversee the overall running of the mess.
- Only the Prefect can make payments.

7. Audit of expenses

- The mess convenor and mess managers should provide the expense details to the Prefect and The auditor after every week.
- The expenses will be scrutinized by the auditor, which will be verified by a Warden.
- Payments will be made only after proper audits.

8. Intra hostel cultural and sports activities.

- Intra hostel events will be organized throughout the academic year. These events will be organized by the sports and cultural convenor.
- The hostel participates in the various inter hostel events organized by the university. The sports and cultural convenor will encourage and look after the participation of the boarders in these events.

9. Discipline and coordination among boarders.

- The Tezpur University Hostel Rules will be followed in the hostel and the prefect will oversee the overall discipline of the boarders in the hostel. Any case of breaking of the hostel rules will be addressed by the Prefect. Such cases will be presented to the Wardens by the Prefect. Decisions related to such cases will be taken by the Hostel Committee.

10. Boarder grievance redressal:

- Boarders can approach anyone of the Prefect/Assistant Prefects for any problems they face.

11. General Boarder Meetings

- It is compulsory for all the boarders to attend the General Boarders Meeting. All the important decisions will be taken in such meetings.