

# Jaipuria Institute of Management, Indore

## Canteen and Mess Policy for Academic Year 2020-21

### Introduction -

Institute is having three food joints i.e. Canteen, Mess & Gentlemen's Café. The food made available is hygienic and of good quality.

All the students need to adhere to the timings and are expected to maintain the decorum of the institute.

### Canteen

The canteen serves vegetarian snacks based on order. The list of items is finalised by the food committee of the Institute from time to time. In canteen one can purchase day to day petty requirements like basic stationary items, soap, oil, etc.

### Gentlemen's Café

The Gentlemen's Cafe serves Non Vegetarian items on order basis. The list of items is finalised by the food committee of the Institute from time to time.

### Mess

In Mess only vegetarian scheduled food gets served. The food menu is finalised/revised by the food committee of the Institute as and when required. **Mess charges are applicable for 10 months in a year (1<sup>st</sup> July 2020 to last academic day of April 2021) and it is a mandatory facility irrespective of whether the student uses it or not.** For the academic year 2020-21, total mess fees is Rs. 32000/- which is payable directly to the mess vendor **in favour of S.S Cafeteriya** through cheque/DD in following 3 scheduled instalments:

S.No.	Period	Amount in Rs.	Payment Schedule
1.	Quarter 1 (July – September, 2019)	9,600/-	At the time of registration (Cash/ Cheque / Card swap / NEFT)
2.	Quarter 2 (October – December, 2019)	9,600/-	PDC dated between 1st Oct. 2020 to 15th Oct 2020
3.	Quarter 3 (January – April 2021)	12,800/-	PDC dated between 1st Jan. 2021 to 15th Jan 2021

- 1) **Meal Plan** -It includes Morning tea/coffee, breakfast including milk, lunch, evening tea with snacks & dinner.
- 2) **Student has to pay mess charges directly to the mess in-charge as per the above schedule (Failure/Delay in payment as per the mentioned schedule which would lead to stop in the mess facility and disciplinary action can be taken)**
- 3) In mess the meals will get served at fixed time. Student has to adhere the timings decided by the Management of the Institute. Request for late serving of food will not be considered.

**(Management reserves right to revise/change the Mess policy without any prior Intimation. The above plans are for academic year 2020 - 2021 only and the cost can be revised upto 10% in the next academic year)**

**Hostel Policy for the Academic Year 2020-21**

The Institute has hostel facilities. There are separate hostels for boys and girls within the premises of the campus. The following Hostel rules will be binding on the hostel residents from the date and time of allotments of the hostel seat.

The Hostel rules have been framed to minimize inconvenience to the hostler and maintain law and order in the hostel as well as the neighbourhood. Violation of any rule will render the student liable to be punished / Expelled from the hostel / institute.

1. Allocation of rooms and room partner is done on random basis and allotment is made after hostel registration which includes filling up of the hostel registration form.
2. There are two options available at hostel – Single, Double Occupancy based on availability. The same will be allotted on first come first serve basis. The fee and other details are available in fee structure.
3. Non-payment of hostel fee and mess charges on time (as notified from time to time) will debar a student from continuing in the hostel. He/she may or may not be permitted to continue even after settlement of dues.
4. Hostel shall be managed by a committee under the direction of a committee, Hostel In charge and the Chief Administrative Officer.
5. Each students shall be responsible for the upkeep and security of furniture/fixtures of the room. He/she shall handover the room with its fittings and fixtures at the time of vacating the room. He/she is liable to be charged for damages caused by him/her to the Hostel Property. The charges for loss/damage of hostel possessions would be as follows: Almirah Lock- Rs. 100; Door Lock- Rs. 150; Bucket – Rs. 150; Bathing Mug- Rs. 50; Dustbin– Rs. 100; All Out Machine- Rs. 50; Drinking water Jug- Rs. 50; Steel Tumbler- Rs. 50; Pillow- Rs. 100; Pillow Cover- Rs. 100; Damage caused to the wall of the room either physical damage or through posters, painting etc. would result in a fine ranging from Rs. 500- Rs. 1500 depending upon the nature and extent of damage caused. The loss or damage to institute’s property which is not covered in the above points will be dealt on case to case basis.
6. The Institute's maintenance staff would carry out cleaning of rooms under the students' surveillance only. In case the student wishes to get his/her room cleaned in absence, then he/she needs to deposit the room key at the respective security point and instruct for the same. Any loss of property under such circumstance will solely be the risk borne by the student and the institute is not liable for such losses. The cleaning of rooms would take place between 9AM to 5PM only.
7. The Institute’s maintenance staff would carry out cleaning of rooms under the students’ surveillance. Laundry facilities are available (on chargeable basis), though students may choose to wash & dry their own clothes. This facility is outsourced for the students and the institute will not be directly involved in any such transactions.
8. Possession or consumption of cigarettes, liquor, drugs and intoxicants in any form in the campus is strictly prohibited. In case of first occurrence of possession of cigarette packets (either empty or full)

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or consumption of cigarette and/or alcohol, a fine of Rs. 500 will be imposed and a warning letter/ mail would be issued to the concerned student(s). Similar second/repeat occurrence may render the student to be expelled from the hostel. He/she may even be rusticated from the Institute. Violation of these rules will render the student to be expelled from the hostel. He/she may even be rusticated from the Institute. At the time of hostel room allocation, the student would be required to sign the institute's policy regarding anti-disciplinary acts.

9. Possession or use of fire arms, knife blade (length in excess of six inches), explosives and items like acid, poison etc. which can cause severe hurt to a person/property is unlawful and prohibited. Violation of this rule will render the student liable to be expelled from the hostel. He/she may even be rusticated from the Institute.
10. Students indulging in physical fights, use of abusive and threatening language, use of force to get an unfair act accomplished etc. are liable to be punished. They are liable to be expelled from the hostel/Institute.
11. Students shall endeavour to reduce electricity bill to the barest minimum. They shall switch off the lights when leaving the room. Occupants are liable to be fined Rs.100/- or more when found defaulting on this account.
12. Use of cooking, electrical appliances like Induction plate, room heater, immersion rods, electric iron etc. is strictly prohibited. Use of the above mentioned items will attract heavy fine besides disciplinary action. Also their appliances will be confiscated.
13. Playing music/record player etc. loud enough to cause disturbance to his/her neighbour is prohibited. Long and loud conversations on cellular phones can also be carried out only with the explicit consent of the room partners. Defaulters are liable to be punished.
14. Maintaining contacts with criminal, unlawful organizations is strictly prohibited. Students indulging in such acts will be severely dealt with, including expulsion from the hostel/institute.
15. Students are not expected to leave the hostel for a night without permission of the hostel in charge. Leave application must be approved by the Programme Chair also. All students are expected to return to their respective rooms by 10 P.M. Leave application must be approved a day before and not at the last hour. Each student is required to follow the moodle based process for applying for leave.
16. Since the students undergoing this course are all adults (above 20 yrs. of age), the responsibility of filling up of the leave/night-out form is solely the responsibility of the student. We expect a responsible behaviour from the students while filling out the destination details in the night out/leave forms and the institute is not liable to inform parents/guardians of the same at each instance. However the institute from time to time will conduct random check of authenticity of the leave/night-out application filled by the student and the gate entry records and accordingly contact the parents/guardians if required.
17. All students are expected to return to campus by 9.00 P.M. The hostel follows silent hours from 11:30 PM till 5:00 AM. The hostel inmates are required to be in their respective hostels during the silent hours. Disciplinary action would be taken against the violators.

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18. Although the visitors are allowed to the hostel, yet they are not allowed to stay overnight in the hostel without the specific written permission by the Hostel In charge/Director/CAO (Chief Administrative Officer). Visitors must leave the hostel by 6 P.M. in winter and 7 P.M. by summer.
19. Visitors shall remain limited to his/her parents and relatives whose names have been given by the parents at the time of admission.
20. No male students, visitors including the father/brother etc. are allowed in the Girl's Hostel and vice versa for the Boy's hostel.
21. A complaint register is maintained at hostel office. The warden examines the register daily and takes remedial/corrective actions and brings the problems to the notice of the Administrator.
22. The hostel staff/committee members can at any point of time visit hostel rooms without any prior intimation.
23. The students are advised not to keep big amount of cash, expensive jewellery, electrical gadgets etc. Institute will not be responsible for any loss, damage or theft of any valuable or non-valuable items from his/her room. Student himself/herself is responsible for their all belongings. They are requested to keep their all valuable items always in their locked wardrobe.
24. Parents would be informed in case their ward reports to campus late or found drunk and involved in any sort of misconduct. The hostel warden can use their own discretion to resolve such issues.
25. Students should not bypass the hostel authorities and directly approach any HOD/ senior authority for undue favours/requests.
26. Hot water would be made available for a limited time period every morning. Hostel inmates are required to plan their daily routine accordingly.
27. Girls residing in hostel are not allowed to go out of the main gate after 6PM on their own, while they can move out in institute's scheduled vehicle.
28. The hostel inmates are under CCTV surveillance and are advised to be decently dressed at all point of time.
29. CCTV footage will not be accessible to the students and requests for using the CCTV footage would be routed through the wardens only.
30. All the facilities like issue of sports item, printing facility, photocopy will be done strictly during the office hours (9AM- 8PM). Although the hostel staff is always there to support and help the students in case of emergencies, students should not unnecessarily disturb the hostel staff beyond office hours with petty issues.
31. Following materials are issued on returnable basis to each hostel resident:

One Bed with Mattress and pillow	One Book Shelf	Bucket and mug	Water Jug and glass
One wardrobe with key	One Study Table	Dustbin (Common)	Mosquito Repellant (Single time)

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One common shoe rack	One common Doormat	Electrical Fixtures	2 Curtains with rod

All rooms are fully furnished with attached washrooms. Please carry blanket, bed-sheets, towels, pillow-covers etc.

32. In case of medical emergency, hostel staff would accompany the student to the hospital and take care of all the medical assistance needed. However it is expected that on the next day, in case a prolonged hospitalization is suggested by the doctor, then parents/guardians should come to take care of their ward. Although each student is covered under medical insurance by the institute, it is expected that any additional expenses on medication etc. be borne by the student/parents/guardians.
33. Students are expected to maintain cleanliness and hygiene in hostel rooms as well as hostel premises.
34. Any misbehaviour with hostel office staff, housekeeping and guards will not be acceptable.
35. It is compulsory to wear decent casuals in hostel premises as well including common area, mini library.

**(Management reserves right to revise/change the Hostel policy without any prior Intimation. Minimum of 10% hike in the hostel fees can be expected for the next academic year.)**

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**Signature of Student**