



Mess Guidelines

A general body meeting was called on May 7, 2015. The following guidelines for all the Mess members were decided :

- 1 Anyone who wishes to become a regular member of the mess must deposit a refundable amount of Rs. 3500/- to the mess counter/mess managers.
- 2 Each regular Mess member must serve as a Mess manager for the following number of times :
 - a) Minimum **twice** for a Ph.D. student (staying upto 5 years) and **thrice** for a Ph.D. student (staying beyond 5 years)
 - b) Minimum **once** for a post-doctoral fellow (staying upto 2 years) and **twice** for a post-doctoral fellow (staying beyond 2 years)
 - c) Minimum **once** for an academic visitor staying beyond 6 months and below 2 years. Minimum twice for staying beyond two years.
- 3 A fine will be imposed for not becoming a Mess manager for a sufficient number of times. The rate will be Rs. 500 per month where the number of months is counted as follows (n being the number of terms served, and assuming the fined amount to be positive):
 - i. A Ph.D. student must become manager every 2.5 years. So the fine should be calculated according to:
membership period - $(2.5 \times 12 \times n)$
 - ii. For a postdoc the fine should be calculated as:
membership period - $(2 \times 12 \times n)$
 - iii. For a long term visitor:
(membership period - 6 months) - $(2 \times 12 \times n)$However, those visiting for more than 2 years shall be charged according to the rate for Ph.D. student after 2 years.

(There is no constraint that one has to be mess manager once for the first 2 and 1/2 year. This will be considered only when one has not fulfilled the required managership terms.)

- 4 Every Mess member must clear the Mess bill by the 15th of each month. Failing to do so will lead to a 10% fine on the amount exceeding the deposit money for the next billing cycle. Exceptions will be considered, case wise.
- 5 A student visitor (post B.Sc., post M.Sc. or PhD student) staying for a period of at least 1 month may become a regular Mess member if s/he deposits the caution money. The other academic visitors, if they are staying for a period of at least 3 months, may also become a regular Mess member by depositing the caution money. If any of the aforementioned visitors stay for less than 6 months then the responsibility for becoming a Mess manager shall be waived. However, the regular Mess leaving guidelines, as mentioned above, shall apply. A separate list for visitors shall be maintained indicating the date of joining and the visiting category. A regular Mess member must have the meals at guest meal price if s/he leaves at the middle of a month.
- 6 A visitor willing to be a regular Mess member must submit a proof of the duration of stay to the Mess committee.

7 Guest price new formula:

Guest Price = max(previous month regular unit price * 1.25, previous month regular unit price + 10) rounded off to the nearest multiple of 5.

- 8 **Mess committee:** The Mess committee shall consist of six members out of which four can be students or post doctoral fellows, and two should be faculty members (or permanently residing administrative staff). The four student members or postdoctoral fellows would have to serve a tenure of six months, whereas the faculty members shall serve for a complete one year term. Mess committee shall be formed at the Mess General Body meeting. To become a Mess committee member a Mess member must have served at least once as a Mess manager. The number of terms served as a Mess committee member will count as having been served as many terms as a Mess manager.

Henceforth, any long term procedural or structural changes, or concerns regarding the Mess shall fall within the jurisdiction of the Mess committee and so, the concerned Mess members may directly contact the Mess committee for the same. The job of the Mess managers shall be limited to providing clean hygienic food while ensuring that these guidelines are duly met.

- 9 The Mess committee shall keep a record of the number of times a regular Mess member has served as a Mess manager. In this context, a sheet will be kept at the Mess counter and each regular Mess member is requested to fill in the number of terms s/he has served as a Mess manager by 30 June, 2015. It is advised that a list of Mess managers should also be maintained online on the Mess webpage.

- 10 The Mess committee shall reserve the right to nominate the names of Mess members as prospective Mess managers for the next two months. By the 20th of the current month an email shall be sent to the Mess members inviting names for next month's managers. If satisfactory response is received by the 23rd or 24th then, the Mess managers for next month shall be appointed accordingly. In case the desired number of responses are not received, the Mess committee shall nominate the names based on priority in the aforementioned list. In absence of a genuine reason the Mess members are requested to kindly comply.
- 11 Booking breakfast (snacks) over telephone while it is being served has been disallowed. Any prior booking of breakfast (snacks) to be served on a specific morning (afternoon), must be done by the previous evening (same morning).
- 12 A regular Mess member willing to cancel a particular meal should inform the mess workers before 9.30 am (3:30 pm) for lunch (dinner).
- 13 The cost of pre-ordered extra items (examples : chicken curry, posto bora, chicken momo etc.) will be decided according to the following prescription :

Cost = (total amount spent)/(number of plates consumed)

- 14 The Mess members (or anyone on their behalf) will be required to sign their names if they want to take utensils from the Mess outside for personal use. A register will be kept for this purpose at the Mess counter.
All the members who have such items with them are requested to return those at the earliest.
- 15 For having an extra item a guest member has to pay beforehand. For such items a priority shall be given to the regular members. The Mess workers must be instructed that any such request is to be entertained after ensuring adequate supply for the regular members.
- 16 No Mess member shall henceforth be allowed to keep uncovered cooked food/cut fruits in the Mess refrigerator for any amount of time. However, the Mess shall allow keeping covered food/cut fruit for a duration of 24 hours in the refrigerator. After this period, the items shall be discarded without notifying the owner.
- 17 The Mess shall be thoroughly cleaned once every month, preferably on the second Monday, after dinner. The members are requested to cooperate in this matter.

- 18 Members are requested to finish their dinner before 9:45 PM so that the Mess workers can get enough time for the cleaning the Mess before closing. This would automatically address the complaints regarding hygiene in the Mess.
- 19 Any regular member willing to leave the mess must clear all dues and accordingly, should get a no dues certificate signed by the mess managers.
- 20 All the mess users are requested to check and approve the calculation of extra items at the end of the month. The amount in the register will be considered as final while calculating the mess bill.
- 21 All members are requested to mail their communications regarding Mess issues to “mess@hri.res.in” (Mess managers) or “messall@hri.res.in” (Mess members group) instead of “hriall@hri.res.in”. The mails to the mess committee can be sent at “messadminaccount@hri.res.in”(Mess Committee).
- 22 We request the mess users to maintain proper hygiene and dignified conduct in the mess premises.