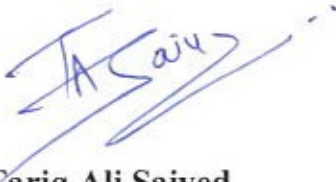


**NOTIFICATION NO. KU/POL./2021/005**  
**Date: 12<sup>th</sup> October 2021**

**Subject: Karnavati University – Rules related to the Constitution of Food and Mess Committee (Issue 01 Revision 00)**

Karnavati University hereby notifies ‘Rules related to the Constitution of Food and Mess Committee’ as appended herewith. These rules are outlined to monitor the quality and quantity of the food served, to manage the mess and canteen efficiently. These will streamline the functioning of the mess and canteen facilities.

This comes into immediate effect.



**Tariq Ali Saiyed**  
Registrar



**Enclosure: Karnavati University – Rules related to the Constitution of Food and Mess Committee (Issue 01 Revision 00)**



**Rules related to the Constitution of Food and Mess Committee**

Policy Title	Rules related to the Constitution of Food and Mess Committee
Key Stakeholders	Student, Warden, Mess In-charge, Employees
Approved on	12 <sup>th</sup> October 2021
Date Effective	13 <sup>th</sup> October 2021
Next Version	
Relevant Policies	
Relevant Committees/Council/Cell	
Related guidelines	

## **1. Short Title**

These rules shall be called the “*Rules related to the Constitution of Food and Mess Committee*”.

## **2. Objective**

These rules are framed to achieve the following objectives:

- i. For smooth functioning of the mess and canteen facilities;
- ii. To manage the mess and canteen efficiently;
- iii. To monitor the quality and quantity of the food served.

## **3. Food and Mess Committee – Constitution and Composition**

There shall be a Food and Mess Committee (hereinafter referred to as “**Committee**”) constituted by the University, which shall manage the functioning of the Mess and Canteen facilities available at the University campus to all its students, employees and visitors. It shall have the following members –

- i. Mess Manager/In-charge, who shall be the chairperson;
- ii. Hostel - Chief Warden;
- iii. One (1) member who is a nutritional expert, nominated by the Mess Manager/ In-charge.

## **4. Term and Tenure of the members of the Committee**

- i. The term of the nominated members shall be of one (1) year, subjected to reappointment on expiration of the term.
- ii. The chairperson shall appoint the member secretary from amongst the members of the committee, for a period of one (1) year, subjected to reappointment.

## **5. Meetings and Quorum of the Committee**

- i. The Committee shall meet at-least three (3) times in an academic year, and all such other occasions, as and when called by the chairperson.
- ii. The minutes of the meetings shall be prepared by the member secretary, it shall be signed by all the members who are present.

## **6. Roles and Responsibilities of the Committee**

- i. The committee shall be responsible for the efficient functioning of the mess and canteen facilities available at the University campus, it shall strictly implement the rules and provisions made in this regard.

- ii. It shall decide an annual budget for the mess and canteen, it shall prepare an annual report at the end of each academic year containing the total expenditure, excess amount, the remaining amount, utilisation of the budget and the like. The report shall be submitted to the Board of Management in their Annual Meeting.
- iii. The Committee shall look after overall smooth functioning of the mess, which includes engagement of the cook(s) and other supporting manpower, procurement of ration, maintenance of hygiene and sanitation in the Dining Halls and Canteens, and discipline in the Mess.
- iv. It shall decide the mess and canteen timings during which the food will be served to the hostel – mess students, students and employees and the visitors.
- v. It shall decide and finalise the menu (vegetarian) for all the meals which are to be served in the mess and canteen, making sure that adequate nutrition and well balanced meals are being served. It shall also make provision regarding the number of meals and proportion to be served along with the rates.
- vi. It may make different rules for the students, hostel mess – students, employees and the visitors.
- vii. It shall make and decide the provisions regarding the maintenance of cleanliness and hygiene, upgrading infrastructure, maintenance of the existing infrastructure, management of the mess and canteen.
- viii. It shall make provisions on procuring or buying raw and food materials, vegetables, supplies and other equipment or the like.
- ix. It shall make provisions for out-sourcing any of the mess and canteen (dining) facilities.
- x. It shall make rules regarding the disposal of the food and food – waste management.
- xi. It shall frame the code of conduct which shall be followed by everyone, in case any student or employee is found violating the same they shall be subjected to disciplinary action. If in case, any visitor is found violating the code of conduct, he/she shall be subjected to penalty.
- xii. It shall perform all such other roles and responsibilities as may be required from time to time.
- xiii. It shall make provisions for providing pure and clean drinking water facilities at the mess and canteens.

- xiv. It shall maintain a record of all the payment received from the diners, where applicable.