

HALL MANAGEMENT

RULES, PROCEDURES AND GUIDELINES



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PART A: MATTERS PERTAINING TO STUDENTS AND MANAGEMENT BY WARDENS

AI- GUIDELINES FOR THE MANAGEMENT OF HALLS

(Accepted by Senate in 2nd Meeting 1986-1987)

INTRODUCTION

IIT Kanpur is a residential Institute, which requires that all registered students be residents. This commits the institute to maintaining an adequate number of halls, and operating them in a manner reflecting the objectives and values of its educational programme.

The responsibility for the administration of the Halls is vested, by the Director, in faculty members designed as Wardens. Such an assignment, which may be given to any faculty member, is part of the duty of the teaching staff.

The Senate, upholding the principle of required residence, lays down the framework which guides the functioning of Halls and the conduct of the residents. This academic body is thus concerned with the proper operation of residential facilities. A representative of the wardens is an ex-officio member of the Senate.

Residents are required to cooperate with the Wardens(s) in the running of the Hall. They must respect his/her authority in the execution of operational details- room allocation, fixing of schedules for payments, assessment of loss or damage to property assignment of duties to Hall Staff etc. They must abide by the norms of conduct and discipline applicable in the Institute and follow any regulation specifically laid down regarding conduct in the Hall. For infraction of discipline the warden is the immediate concerned authority. His/her responsibility in all such matters is to the Director, and not to civil authorities outside the Institute.

Failure to comply with the requirements and procedures applicable to residents may lead to disciplinary action which may include a review of individual's status as a student. The Senate approves of the application of academic sanctions- withholding of grades, withdrawal of permission to appear in examinations cancellation of registration, etc. in connection with breaches of Hall regulations.

Wardens who are teachers are charged both with the efficient administration of the Halls and with promoting the educational development of the students residents. The students should be encouraged to participate in the matters concerning running of the Hall, to the maximum extent feasible, without

hampering the warden's freedom to take necessary day-to-day execute decisions. Committee(s) adequately representing all sections of the resident body should be constituted, to advise and assist the wardens in all matters. Power in various spheres should be delegated to these committees, as found appropriate. The responsibility for ensuring that all such committees function in the best interests of the residents, and of the Institute, rests with the warden. Fostering a healthy degree of student involvement and participation is as much a part of the Warden's task as is the efficient running of the Mess and other facilities.

The above frameworks of objectives and directives shall guide the interpretation and implementation of the following guidelines and procedures for the Hall of Residence.

1. IIT Kanpur is a residential Institute and all registered students hereinafter referred to as 'residents' shall reside in the Institute Halls of Residence. All residents shall reside in the Hall to which they are assigned.

In exceptional cases the Director may permit a resident to reside with his or her parent or local guardian provided he or her pays full seat rent such other dues as may be prescribed from time to time. No part-time student shall be provided accommodation on Campus.

2. Allocations of Halls and allotment of rooms therein will be made by the Warden as per decisions arrived at in the Hall Management Council.
3. (a) Anyone allotted a room in the Hall Shall join the Hall Mess. However, the warden may exempt an individual from joining the mess on medical grounds for specified period.
(b) During vacations messes in one or two Halls will function depending upon the need. The messes of Hall IV and V will function as far practicable. The residents will have to join one of these messes. The mess of Hall of residence for Girls will also function during vacations. No other arrangement will be permitted.
4. Change of Halls of Residence will be permitted by both the concern wardens. This permission will be subject to any policy decision taken in this regard by the H. M. C.
5. At the time of a student's admission to the Hall of Residence, his/her parent/guardian may appoint, in writing, a local guardian who is authorized to act on his/her behalf. The list of all local guardians shall be kept in the appropriate offices of the Institute.

RULES AND PROCEDURES IN HALLS

1. Notwithstanding the provisional allotment, occupation of rooms will be permitted only after the resident furnishes proof of having paid all previous arrears, if any, and the mess advance. In general postgraduate, M. Sc. 2- year and other UG students beyond IInd year will be allotted single seated rooms. However, this cannot be claimed as a matter of right. All residents and others who cannot be accommodated in single- seated rooms shall be allotted double-seated rooms. This will further be subjected to the policy decision taken by H. M. C.
2. Residents will be personally responsible for the safe upkeep of the furniture and other items supplied to them in the rooms. They will be charged for any damage and loss caused by design or negligence during their occupancy.
3. All Hall dues shall be deposited in the Hall Office by cheque. However at the time of registration the dues will be accepted in cash only.
4. The extras over and above the basic menu will be provided only on purchase of coupons in advance.
5. Every resident must pay the mess bill by the due date announced by the wardens. The wardens will take steps to announce the mess bill within 3 weeks of the end of the mess-month. Failure to deposit the dues in time may result in fines or such other penalty as the warden may deem fit. The students who do not clear the dues of a month even after 30 days of the due date will have the registration for the semester cancelled unless the warden of the Hall is satisfied with the reasons for non-payment of dues. The notice for cancellation of registration/withdrawal from the semester will be sent to the parents/guardians and the concerned authorities of the institute by the Dean of Students' Affairs on hearing from the concerned Warden.
6. Besides payments of mess dues, regular residents of a Hall will pay establishment charges every month at the rates prescribed from time to time in addition to Rs. 200/- p.a. towards mess establishment payable to the Institute.
7. Receipts in respect of payments of dues and advances must be preserved till the next registration date and produced in original whenever required by the warden or any other authorized official.
8. A resident shall strictly keep to the timings set down for meals.
9. No mattresses, bedsheets, pillows, pillow- covers, towels and curtains etc. will be provided.

10. Residents are not entitled to use any additional electric heating appliances in the rooms. However, this may be permitted on payment of extra charges, as determined by the Wardens and with the prior approval of the Warden.

11. A resident shall be required to vacate the room when leaving on a long vacation/leave – 15 days or more.

12. Fixing posters and pictures or writing on the common walls and disfiguring the walls of the Halls is strictly prohibited. Anybody found doing it will be fined by the Warden. However the places specially provided for posters etc. may be made use of for this purpose if the matters/material is not objectionable. In case any resident fixes posters inside his/her room, he/she will be responsible for any damages.

13. All games/sports activities in the Halls must be with the approval of concerned H. E. C.

14. Residents shall respect the right of each individual to express his/her ideas, pursue his/her interests and follow the style of life most meaningful to him/her.

15. Internal victimization or harassment of anyone who is in a minority position, or is unpopular for any reason, will be treated as a serious offence.

16. Before leaving for an overnight or longer stay off campus, a resident must indicate his/her destination and expected duration of absence in writing to the warden. In the event of unexpected absence from the Hall, the resident must report to the Hall immediately after return.

17. The residents shall not have any guests living in their rooms without prior permission of the warden.

18. To protect the privacy of the residents of the Halls, visitors of the opposite sex are emphatically discouraged in the rooms. However, between 12.00 midnight to 6.00 a.m. the opposite sex visitors are strictly prohibited to enter the residential blocks of the Halls.

19. All residents shall comply with the rules and supplementary rules and byelaws as may be framed from time to time. Ignorance of any of these shall not be accepted as an excuse for its non- observance on the part of a resident. For any violation of the rules and for any act indiscipline, the warden shall take whatever action is deemed necessary at the Hall level. In case of serious offence, he/she shall refer the matter to the Senate Students' Affairs Committee.

20. Management of Halls

1. The authorities and responsibilities concerning policy decision and central administration of mess shall rest with the council of Wardens. The council of Wardens shall comprise of the Chairman nominated by the Director, one member nominated by the Director, two wardens nominated by Hall Management Council (HMC) and three nominees of the Students' Senate. Both the Chairman and member nominees of the Director shall be the ex-wardens. The term of the Chairman and that of the member will be one year. On completion of the term of the Chairman, The member nominee of the Director will become Chairman for a term of one year. The wardens nominated by the HMC will be from amongst the members of HMC. The term of these wardens and of students nominees will be one year. The student nominees shall preferably not be the members of the Hall Executive Council (HEC). The Secretary of the COW will be the officer-in-charge of the Central Hall Office.

2. The authority and responsibility for handling and supervision at the inter hall level of maintenance, general amenities and accounts of the Hall shall rest with the Hall Management Council. The Hall Management Council (HMC) shall consist of Dean of Students' Affairs as ex-officio Chairman, all Wardens, Hall President and Mess Secretary of All Halls, and a nominee of the Presidents, Student Gymkhana. The HMC shall have standing Maintenance Committee and Accounts Committee each of these having 6 to 8 members.

3. Each Hall of residence shall be managed by a Hall level Committee called the Hall executive Committee (HEC). The HEC shall consist of all the Wardens of the Hall, President, Mess Secretary and 3-5 representative of the residents of the Hall as may be laid down in the Constitution of the Hall. The warden-in-charge shall be the Chairman, and the Hall President shall be the Convener of HEC. The Hall presidents and the Mess Secretary shall be from amongst the registered students only.

If any HMC member who is HEC disagrees with a decision of HEC, he/she can ask for referendum on such issues.

The decision arrived at in the referendum will be accepted, except in the following two situations:

(i) In the opinion of the Warden(s), a decision may have far reaching effects regarding mess employees, In such a case, the Warden is entitled to refer it to COW for final decision.

(ii) An HMC Member in the HEC is of the opinion that the decision is likely to affect other Halls. In that case he/she may refer it to HMC for final decision.

4. Warden I/c shall be the Head of the Section in the case of Institute employees posted in the Halls and any matter relating them shall be referred to the Dean of Students' Affairs/Director.

Each Hall shall have a constitution duly approved by the Senate. The constitution will incorporate among other things, the procedure for the election of office bearers, constitution of the mess committee and the functional aspects of H.E.C.

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**Implementation Mechanism of Guideline B-18
(Approved by Senate in 1987-88 (8th Meeting))**

a. Between 12.00 mid night and 6.00 a. m. the visitors of the opposite sex are strictly prohibited inside the residential blocks of the Halls.

b. Between 6.00 a. m. and 12.00 midnight:

i. The visitors of the opposite sex must be accompanied by the concerned resident from the entrance of the Hall of Residence.

ii. The residents may meet their visitors in the visitors' lounge, earmarked for the purpose in each Hall.

iii. A resident may also take his/her visitors of the opposite sex to his /her room, however, in such cases the resident must ensure that:

a. each visitors enters his/her name, address, times of arrival and departure in the register maintained for this purpose and sign the register:

b. he/she also enters his/her name and signature in the register; and

c. the privacy of the other residents is not disturbed.

A II RULES AND PROSEDURES FOR ACCOMMODATING NON-STUDENTS

(I) Eligibility:

The following categories of non-students will be eligible for hostel accommodation:

- a. **Research Staff:** e.g. Research Engineer, Research Associate, Research
- b. Assistants, Project Research Staff.
- c. Participants of conference and seminars
- d. Staff and Students of other organisation/institutions posted temporarily at this Institute.
- e. Guests of Students.

The accommodation will be granted if available and after the registered students are accommodated.

(ii) Procedure for allotment

(a) The candidates will be required to fill-in five copies of the form available in Dean of Students Office. The forms will be submitted to DOSA office after obtaining recommendations from faculty member in charge and head of the department. In the case of project staff, the recommendation from the I/c, Dean of Res. And Dev. Offices will also be required.

(b) In the case of accommodation for participants of conference and seminars, the coordinator will send the request to Dean of Students Affairs and the Dean in his capacity as Chairman, Hall Management Council will grant the accommodation.

(c) In the case of accommodation to the persons who are deputed by other organizations to work at this Institute, the requests will be submitted to the Dean of Students Affairs by the candidates through Head of the concerned department. In the case of requests for less than seven days, the approval will be granted by the Assistant Registrar (SA).

(d) The accommodation to the guests of students for period of less than seven days will be granted by the concerned warden of the Hall. Under exceptional circumstances the guests of students may be permitted to stay beyond seven days by the Dean of Students' Affairs.

(iii) **Room Charge:**

Research Staff:

- They will be charged Rs. 100/p. m. for the room (inclusive of electricity and mess establishment charge.) to be deducted from the salary.
- All other categories of non-students will be charged Rs. 5/- per day. 50% of the amount collected by the Halls on this account will be remitted to Hall Management at the end of each calendar year.
- The charges for furnished rooms will be Rs. 10/- for a single and Rs. 15/- for a double room.

(iv) **Service Charge:**

The research staff shall be required to pay a sum of Rs. 15/- p. m. for the amenities in the Hall office. This will be in addition to Rs. 100/- as stated in (iii) above.

(v) **Terms & Conditions:**

(i) All the residents of the Halls will have to abide by the rules as may be applicable in the Halls of Residence.

(ii) Any persons who has been granted accommodation in the Hall for more than a month will be required to join the mess.

A-III – ACCOUNTING PROCEDURE

1. PURCHASES

(a) The existing system of purchase from thok market by a committee consisting of student representative, Mess Manager and one warden will continue.

(b) The items which are not perishable will be stocked in sufficient quantity.

(c) The sugar will be purchased from the Rashan Shop. The extra sugar required may be purchased from thok market.

(d) In case any item of the thok purchase is required in emergency, minimum quantity will be purchased from nearby places, obtaining proper receipt.

2. Advances

(a) Only one advance will be given to the mess manager. Second Advance will be given only after the vouchers and the balance cash is deposited in the Hall office.

In exceptional cases the second advance may be granted. However, in no case third advance will be granted.

(b) Each advance will be treated separately and will be spent only for the purpose it has been drawn.

3 IMPREST

An imprest varying from Rs. 1000/- to Rs. 5000/- depending upon the requirement will be granted to the Mess Manager to meet day to day petty expenses and for Gas cylinders. The recoupement of the Imprest expenditure will be timely submitted by the manager. The imprest will be surrendered at the end of each year.

4 ACCOUNTS BOOKS

(a) Cash book with bank column will be maintained by each Hall. No separate cash book for bank account will be maintained. Certificate from warden will be recorded at the end of every month.

(b) A receipt register with the classification given in the attached sheet will be maintained.

(c) An expenditure register with the following classifications as given in the attached sheet will be maintained.

(d) STOCK REGISTERS

(i) Separate stock registers for consumable and non- consumable will be maintained.

(ii) For all receipts the quantity, source of receipt, bill no, date and rate will be motioned.

(iii) Random checking of the registers by wardens will be done and they will initial the entry in token of having checked.

(iv) Stock registers for mess items will be maintained separately by the mess manager.

5. PHYSICAL VERIFICATION

a. Physical Verification of utensils will be carried out at the end of each semester and shortage if any will be reported forthwith to the DOSA Office.

- b. Physical Verification of furniture and other equipment will be done at the end of second semester.
- c. Verification may be done by a committee consisting of the warden, one student representative and superintendent/mess manager.
- d. The items which are unserviceable should be processed for condemnation, immediately.
- e. Verification of mess provisions is to be done every month for the purpose of preparation of the mess bills. While carrying out the verification at the end of the year the stock, rates and total value will be mentioned on the stock pages. The total value of the stock should reflect the balance-sheet of the Hall.

6. MISC.

- a. The financial year i.e. closing of the accounts will be done by Halls at the end of June.
- b. Staff members-mess or institute will not be given any advance for their personal use out of the Hall funds.
- c. Student ledger will be maintained on year to year basis and no entry pertaining to the period July onwards will be made in the previous register.
- d. All vouchers will be signed by the warden in token of having passed for payment/adjustment.
- e. In cases where several students representative have gone for purchases from the thok market all these students will sign on the top accounts sheet.
- f. Students missing their meals for purchases will be entitled for payments at the rates approved by Students Senate.

A IV - Duties and responsibilities of Hall Clerk:

- a) The hall clerk will be responsible to receive payments from the students and others in respect of mess dues and other misc. receipts of the hall and to issue authorized receipts for all such payments. He will maintain a receipt register for all receipts in the following format:

<u>Date</u>	<u>Receipt No.</u>	<u>Mess Adv.</u>	<u>Mess dues</u>	<u>Sales of mess coupons</u>	<u>Misc. receipts</u>	<u>Total</u>
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He should also ensure that the money realized is deposited into the bank of the next working day.

- b) He will maintain the Cash Book and submit to the part time person and warden for checking and signature in 15 days.
- c) He will maintain all paid vouchers and receipts in respect of each payment.
- d) He will maintain registers stock registers of consumable and non-consumable items received from the Institute and for items purchased from other sources separately.
- e) He will maintain the correspondence and receipt and dispatch of Dak.
- f) He will check and verify bill of suppliers and putting it up to the warden for payment order. He will also check the entries made in the mess stock register to ensure that no duplicate payment is made.
- g) He will prepare cheque and make payment to the suppliers/any other persons.
- h) He will maintain the suppliers register and enter into it all the bills receipt from them. The payments made to the suppliers should also be noted into the Register and balance periodically.
- (i) He will maintain the register for temporary advances and imprest accounts.

Any other job assigned by the Warden.

Duties and responsibilities of Part Time Person:

- (a) He will maintain the students ledger posting of mess bills and realization in the ledger, preparation of dues lists in the case of Hall-IV and Hall-V, the dues list should be prepared and ensure its submission to the Accounts Section by 15th of each month.
- (b) He will maintain the establishment account of the Hall and keep control as per budget made.
- (c) He will be responsible for timely verification of bank statement and the annual accounts.
- (d) He will check the cash book maintained by the full time person once in 15 days.
- (e) He will see that the receipts for cash and cheques are deposited in the bank on the next working day.
- (f) He will check the mess bills and ensure that over billing or under billing is not done.

Any other job assigned by the Warden.

PART-B MATTERS PERTAINING TO MESS EMPLOYEES

B-I Agreement dated 25.2.1975 – Mess workers issues:

1. The following will be the scales of the pay of the various categories of the mess employees:

	<u>Present</u>	<u>Revised</u>
Senior Manager	Rs.300-500/-	Rs.425-800/-
Jr. Manager	Rs.150-300/-	Rs.330-560/-
Cook, Store keeper etc.	Rs.70-130/-	Rs.210-290/-
Bearer etc.	Rs.50-110/-	Rs.196-232/-

2. The mess employees will be given allowances equal to

- i. 75% of DA for categories © and (d)
 - ii. 90% of DA for categories (a) and (b)
- As applicable to institute employees' class III and IV staff

3. In the place of CCA and HRA, they will be given food free of cost when the mess are running. When the mess are closed they will be paid @ Rs.2.50 per day per employee as food allowances.

4. The mess workers budget will be reviewed every year.

5. The pay fixation will be according to the TPC rules as implemented to the IIT Kanpur staff.

6. The date of implementation of this scheme will be from 1.4.1974.

7. The following benefits (as and where applicable to class III and Class IV staff) will be given to the mess employees:

- (a) Liveries
- (c) Medical

- (b) LTC
- (d) retirement benefits (CPF schedule 'C' of the institute Statutes)

8. Other benefits as well as service rules (including leave and retirement rules) will be decided by the following three man committee:

- i. One representative of Council of Warden
- ii. One representative of Student gymkhana
- iii. One representative of Karamchari Sangh

With the implementation of Fourth pay commission scales of pay and assessment of Mess employees, now, they are in the following scales of pay:

- i. Rs.1640-2900
- ii. Rs.1400-2600 Managers
- iii. Rs.1200-2040

- iv. Rs.950-1400
- v. Rs.800-1150 Attendants
- vi. Rs.750-940

BII-SERVICE RULES FOR MESS EMPLOYEES

1. JOB CATEGORIES

The following cadres of job shall exist in the mess belonging to the Halls of Residences as per the four pay scales in force from time to time.

- i. Mess Manager
- ii. Assistant Mess Manager
- iii. Attendant I (Cook, Supervisor)
- iv. Attendant II (Bearer, Helper, Telephone attendant, sweeper)

2. MODE AND TERM OF APPOINTMENT

1. Council of Wardens shall be the appointing authority for all the above categories of jobs.
2. All posts shall normally be filled by advertisement. The selection committee shall be constituted by the Chairman Council of Wardens as may be considered appropriate by him. He or his nominee will be the Chairman of Selection committee. During the course of selection preference will be given for the employees of the hostel for promotion.
3. The appointing authority shall have the power to fix, on the recommendation of the selection committee, the initial pay of an incumbent at a stage higher than the minimum of the scale but not involving more than five increments. In the case of promotion of a mess employee, the pay shall be fixed according to the Fundamental Rules of Government of India.
4. The appointing authority shall have the power to make temporary appointments on an ad-hoc basis on a leave vacancy for a period not exceeding one month.
5. Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for service in a mess by the SMO in charge of the Institute Health Centre.
6. The appointing authority shall have the power to terminate the services of an employee by a 3 months' notice or on payment of three months' salary in lieu thereof, if on medical grounds, certified by the SMO In charge of the Institute Health Centre, his retention in service is considered undesirable by such appointing authority.

7. An employee may terminate his engagement by giving to the appointing authority six months' notice provided that the appointing authority may for sufficient reasons reduce this period at his request.
8. All appointment shall be made on probation for a period of one year after which period the appointee will be deemed confirmed. During the probationary period, the employee shall be given all benefits as given to other employees. During this period the appointing authority shall have the power to terminate the services of any employee without notice only on grounds of general incompetency to be determined by a committee constituted by him specifically for this purpose.
9. After confirmation, a mess employee shall continue to hold his office till the close of the academic year in which he attains the age of 60 years.
10. The services of mess employees are transferable from one hall to other.

3. CONDUCT RULES

1. Every employee shall perform such duties as may be assigned to him by the appointing authority or the concerned Warden.
2. No employee shall engage directly or indirectly in any trade or business or any other work which may interfere with the proper discharge of his duties.
3. Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without permission from the Chairman, Council of Wardens.
4. No employee shall leave station except with the permission of the Chairman, Council of Wardens.
5. Whenever leaving station an employee shall inform the Chairman, Council of Wardens of his leave address.
6. An employee who either become the subject of legal proceedings for insolvency or gets involved in some criminal proceedings shall forthwith report full facts to the Chairman, Council of Wardens.
7. An employee who has been detained in police custody for a period longer than 48 hours shall not join his duties unless he has obtained written permission to that effect from the Chairman, Council of Wardens.
8. Whenever an employee wishes to put forth any claim, or seeks redress of any grievance of any wrong done to him, he must forward his case through proper channel, unless the disposal of the matter is delayed by more than three months.
9. An employee shall be liable to disciplinary actions, If he willfully disobeys any of the foregoing rules.

4. **DISCIPLINARY ACTIONS:**

1. The following penalties may for good and sufficient reasons and as hereinafter provided, be imposed on any employees by the Chairman, Council of Wardens:
 - i. Censure
 - ii. Withholding increments or promotion
 - iii. Recovery of pecuniary loss caused to the mess by gross negligence or breach of orders.
 - iv. Reduction to lower grade or post for which he may be suitable or to lower stage in a time scale
 - v. Compulsory retirement
 - vi. Removal from service, which shall not be disqualification for future employment.
 - vii. Dismissal from services, which shall be disqualification for future employment.
2. No order imposing the punishment of censure shall be passed until the concerned employee has been informed in writing of the charges against him and has been given an opportunity of showing cause to the Chairman, Council of Wardens.
3. The Chairman, Council of Wardens shall have the power to impose any of the penalties from (ii) to (vii) of clause No.1, section 4 only after giving the concerned employee a written notice assigning the cause and a reasonable opportunity of showing cause against the proposed action before a committee constituted by the Chairman, Council of Wardens specifically for this purpose and on the recommendations of such a committee.
4. Notwithstanding the provisions made in clauses (2) and (3), it shall not be necessary to follow procedure mentioned therein the following cases:
 - i. Where the charge against the employees has already led to his conviction on a criminal charge and
 - ii. Where the Chairman, Council of Wardens is satisfied that for reasons to be recorded by that authority in writing, it is not reasonably practicable to give to the concerned employee an opportunity of showing cause/such order punishment shall be issued by the Chairman, Council of Wardens with approval of the Director.
5. An employee aggrieved by any order imposing penalty passed by the Chairman, Council of Wardens against him shall be entitled to prefer an appeal to the Director and there shall be no further appeal.

6. The Chairman, Council of Wardens may place an employee under suspension (a) where a disciplinary proceeding is either contemplated or pending against him, subject to the provision that the disciplinary proceedings must be started within one week of the passing of suspension order. During the first year of suspension the concerned employee shall be entitled to half his basic pay and during any period subsequent thereto three quarters of his basic pay. In addition he may be granted the allowances and benefits of which he was in receipt on the date of suspension to such extent and subject to such conditions as the Chairman, Council of Wardens may specify.

When an employee, dismissed, removed, is reinstated the Chairman, Council of Wardens shall make a specific order, regarding the pay and allowances to be paid to the concerned employee for the period of his absence from duty, including a clear statement as to whatever the said period shall be treated as a period spent on duty. Provided that where the Chairman, Council of Wardens holds that the concerned employee has been fully exonerated or in the case of suspension, that it was wholly unjustified, full pay and admissible allowances shall be given, and the period of absence from duty shall be treated as a period spent on duty.

5. BENEFITS:

1. The following benefits (as and where applicable to class III and IV staff) will be given to the mess employee:
 - (a) Liveries (b) LTC (c) Medical (d) retirement benefits (CPF schedule of the Institute statutes)
2. Due to the special nature of service of the mess employees, the following facilities and safety provisions shall be observed:
 - a. Vaccination and inoculation etc. will be given to all the employees at the beginning of every academic year.
 - b. A thorough medical check-up should be done every two years at the institute health centre followed by necessary treatment.
 - c. A complete First-Aid Kit is to be kept in every mess.
 - d. Mess employees working in the washing room shall be provided with Vaseline, hand gloves, gum boots and aprons.
 - e. Washing charges for their uniform shall be given to them as admissible to institute employee.
 - f. Pedestal fans shall be kept near the ovens.

- g. To ensure cleanliness the part of mess workers, they will be provided with bathing soap.

6. SERVICE CONDITIONS

1. Mess Timings

The time duration of service in the dining hall shall be as follows:

Breakfast	2 hours
Lunch	3 hours
Tea	1.30 hours
Dinner	2 hours

The above timings shall be strictly observed.

- 2. In case the employees are required to serve food beyond the time prescribed in clause 1, they will be entitled to overtime/compensatory leave, as per institute rules.

B III- LEAVE/VACATION RULES FOR MESS WORKERS

1. INTRODUCTION

The principle underlying these rules is parity in leave among the employees and the mess workers of the Institute. Keeping in view the nature of mess work, it is not possible to grant to mess workers exactly the same kind of leave as is given to other workers of IIT Kanpur. But it is possible to equate the total number of leave/holidays in the two cases as shown below:

a. Total leave/holidays in a year for non-mess workers:

Casual leave	12 days
Gazetted holidays	16 days
Restricted holidays	2 days
Earned leave	33 days-5 days (4 Sundays +1 Second Saturday)
Sundays	52
Second Saturdays	12
	127-5 days= 122 days

b. Total leave holidays recommended in a year for mess workers:

Casual leave	12 days
Average vacation leave	76 days * 7 (one in lieu of every rest day after 10 days out of 76 days)
Holidays	36 days
Restricted holidays	2 days
Half day leave	3 days
	129 days-7 days=122 days

* See Appendix

Once in five years two halls by rotation should run in the first mid-semester recess, winter vacation, second mid- semester recess and summer vacation. In summer vacation one hall is required to run throughout the vacation and the other about 58 days. The Mess in those halls which do not run in summer vacation should close around 2nd May and reopen around 24th December. The vacation chart for mess workers of each hall over a period of 5 years is shown in the Appendix. The average

vacation leave for each mess worker comes to 76 days per year. During vacation mess workers of hall, which is closed may be deputed to work in another hall where the mess is kept open and whose workers are on vacation, may be allowed to do so by mutual arrangement with those getting more vacation in that year. Over a period of 5 years the vacation for all the mess workers will be balanced and amount to 76 days (on the average) per year.

The implementation of the provisions in the leave/vacation rules for mess workers, IIT Kanpur and any dislocation in service and inconvenience cause in its implementation will be the sole responsibility of the appointing authority or the person authorised by him.

2. KINDS OF LEAVE

(a)	Casual Leave	12 days in a calendar year.
(b)	Average vacation leave	76 days in an academic year.
(c)	Half day holiday	All mess workers will get half day holiday after lunch
	On (i) 28 th October (ii) 1 st May (iii) 1 st October (iv) Dussera (v) Diwali (vi) Holi	
(d)	Full holidays	Each mess worker will get one day holiday in every ten days.
(e)	Restricted holidays	Two days per calendar year
(f)	Hospital leave	The amount of hospital leave should be limited to three months on average pay in any period of three years. Hospital leave on half average pay counts for purpose of this limit as half the amount of leave on average pay.

3. FOOD ALLOWANCE

When the mess is officially closed, each mess worker will be entitled to a food allowance of Rs. 2050 per day.

4. SANCTION OF LEAVE

(i) Applications for leave shall be addressed to the appointing authority.

(ii) Leave may be sanctioned by any authority empowered by the appointing authority to sanction leave.

(iii) Leave cannot be claimed as a right and when the exigencies so demand leave of any description may be refused or revoked by the authority empowered to sanction the leave.

(iv) Leave must always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.

(v) Leave begins from the date on which leave as such actually availed of and ends on the day preceding the one on which duty is resumed.

(vi) Except with the permission of the authority empowered to sanction leave, no employee may return to duty before the expiry of the period of leave granted to him.

(vii) An employee who has been granted leave on medical grounds shall be required to produce a medical certificate of fitness before resuming duty.

N. B. These rules will be applicable to the mess workers of Girls Hostel also.

Mess worker's Vacation Leave Chart, I.I.T. Kanpur

Year	I Mid Semester (7 days)					Winter Vacation 4th-23rd Dec. (20 days)					II Mid-semester (7 days)					Summer Vacation 2nd May-24th July=84 days 2nd May-14th July=13 days 12th July-24th July=13 days					Leave per year for each hall (in days)				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Hall I	7	7	00	00	7	20	20	20	00	00	7	7	00	7	00	00	26	84	84	84	34	60	104	91	91
Hall II	7	00	00	7	7	20	20	00	00	20	7	00	7	00	7	26	84	84	84	00	60	104	91	91	34
Hall III	00	0	7	7	7	20	00	00	20	20	00	7	00	7	7	84	84	84	00	26	104	91	91	34	60
Hall IV	00	7	7	7	0	00	00	20	20	20	7	00	7	7	0	84	84	00	26	84	91	91	34	60	104
Hall V	7	7	7	0	0	00	20	20	20	00	00	7	7	0	7	84	00	26	84	84	91	34	60	104	91

Total vacation in 5 years for each hall = $7 \times 3 + 20 \times 3 + 7 \times 3 + 26 \times 1 + 84 \times 3$
 $= 21 + 60 + 21 + 26 + 252 = 380$ days

Average vacation per year for each hall = $380/5 = 76$ days

B IV – Benefits granted by COW not covered by Service Rules

a. 75% of D. A. to Attendants and 90% of DA to Mess Manager and Asstt Mess Managers were provided in the agreement dated 25.2.1975. Full DA is paid from 1980. Average benefit is around Rs. 154/-.

b. In place of CCA and HRA food at no cost was provided in the rules and only Rs. 2.50 per day were being paid when the messes were closed. Payment of CCA and HRA is being made in full from 1980 and Food Cost is deducted only when mess is running. At present payment of CCA and HRA on average is Rs. 325/- and the Food Cost is Rs. 169/-. Thus there is a benefit of Rs. 156/- p. m.

c. Retirement Benefits: CPF as per schedule C of the Statues was applicable which has been extended to CPF- cum- Gratuity. This was approved from July 1986. The extension of Pension Scheme is in process and will be implemented very soon.

d. Festival Advance: The benefit of Festival is being given from the year 1981-82.

e. Housing: No housing facility was committed. Eighteen Type IA and Type III Servants Quarters have been provided. More are likely to follow.

f. Leave on Medical Grounds: The mess employees are also being given this leave from 1st January 1985.

g. Food Cost: Food cost was being deducted for the entire period when the mess was running. As per circular dated 26.5.1988 and 19.9.1988, food cost is not deducted for the period of C. L. or leave on medical grounds if a copy of leave application is submitted prior to availing the leave.

h. Family Planning Incentive: Family planning Incentives are being given since October 1987.

I. Assessment: Assessment of mess staff has been done up to September 1986 as for the Institute employees.

J. VSI Scheme: VSI Scheme applicable to Institute employees was extended to mess employees in 1984.

K. Tuition Fee: Reimbursement of tuition fee at par with Institute employees was introduced in 1984.

L. Medical Reimbursement of less than Rs. 50/- : Quick Medical reimbursement has been introduced.

i. Group Insurance Scheme

ii. LIC deduction from Salary

iii. Credit Scheme of Lal Imli.

have been introduced in the last few years.