



*S N Bose National Center for Basic Sciences
Block-JD, Sector-III, Salt Lake, Kolkata-700098.
E-mail id: messsnb2@gmail.com*

SNBNCBS Students' Mess Constitutions

Preamble

The SNBose Students' Mess is a non-profit making institution which belongs to all members of the mess. It will run, firmly based on the principles of **Democracy, Transparency, Equality and Inclusiveness**.

The mess will strive to provide healthy, balanced diet with much variety in the menu to be liked by most of the members, at a price affordable through all sections of its members.

The mess will primarily cater to the needs of students within the SNBNCBS community.

The members must take the necessary amount of active participation when required, so that the mess can run smoothly.

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(Secretary/ Asst. Secretary)

Dated

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(Treasurer/ Asst. Treasurer)



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Introduction to and definition of some basic terms

1. The word mess shall be equivalent to '**SNB Mess**' or '**SNBose students' mess**'. It shall mean the institution catering towards providing the (mainly) students' body with meals, and run by the students as a whole as per this constitution and bodies laid down through this constitution. The mess will be run with funds from the students, taken on a prepaid basis, in addition to any financial aid received from the SNBose National Centre for Basic Sciences, hereafter referred to as 'SNBNCBS'.
2. The term **General Body** shall mean the collection of all the members of the mess with the definition, eligibility and criterion for membership being specified in Chapter 2.
3. The term **General Body Meeting** or **GB** shall mean a single session of physical aggregation of the mess members. A valid GB will consist of members shown interest either by mail or by physical presence in discussing the pre-fixed agenda, with proper notification beforehand to all the members. Those who have not shown any interest in those issues will have to accept the decisions made by the majority of the present members in the GB.
4. The term **Majority** will mean a number greater or equal to 'half' of the number of attending members in a GB.
5. The term **Notification** to all members shall mean that the particular notice has to be put up in the mess notice board, and/or it has to be mailed to all members who have recorded their mail-ids in the mess register, at that same mail-id. The notice must have proper mention of the issuing body/person as applicable.

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A) MESS Committee

1) Selection of Committee Members

Selection of mess committee members would take place based on **Nominations and Voting**. If X members complete their tenure in some month, say August, a notification for nominations will be issued for the posts, will be forwarded at the end of June. The nomination window will be open for 15 days. If N members nominate themselves for the posts, then X members out of N members will be selected as:

- i) $N = X$, the members will be selected unanimously.
- ii) $N < X$, the present committee will recommend members for the posts.
- iii) $N > X$, selection will be done based on **General Voting**. Voting date would be announced after the nomination window is closed.

Names of newly elected members will be declared before the completion of the tenure of the existing members, preferably four to five days ago, so that the newly elected members can learn the working procedure.

N.B.: After the election and all the procedures thoroughly followed, if not sufficient members are elected, the situation will be termed as “**Critical**” and the mess will remain closed until the situation becomes “**Normal**”

2) Committee Structure

Once the mess is formed the overall functioning will be supervised by a 10 member committee formed by maintaining the following structure:

- i) One I.PhD (preferably 2nd year)
- ii) Two 1st Year JRF (with at least six months membership in mess).
- iii) Three 2nd year JRF.
- iv) Two 1st year and Two 2nd year SRF.

3a) Committee Duties

The duty division and the basic structure will preferably be the following:

- i) Auditing and Bill Preparation Team (Four Member)
 - a) Secretary(2nd year SRF)
 - b) Assistant Secretary(1st year SRF)
 - c) Treasurer(2nd year SRF)
 - d) Assistant Treasurer (2nd year JRF)

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- ii) Market Survey and Bill Cheacking Team (Three Members): 1st year JRF, 2nd year JRF, I.PhD
- iii) Broadcasting and Suggestion, Objection and Greviance collection team. (Two members): Secretary and Asst secretary.
- iv) Breakfast Team (Two members): 1st year SRF, 1st year JRF
- v) Establishment Department (e.g. Gas management, Servicing and Maintainance, buying utensils etc): 2nd year JRF

Out of the ten members, four, mentioned in **A-3a-i.**, will be authorized to sign cheques and bills.

3b) Duty Details

- i) Survey and Bill Cheacking:** Weakly survey of market price, regular checking of Bills (amount and rate of Materials) provided by vendor and quality checking of materials.
- ii) Auditing and Bill Preparation:** Preparation of Monthly Mess Bill of members and Monthly Auditing of mess fund.
- iii) Broadcasting:** Selection of managers, giving notification of mess events (by mail and/or in noticeboard), co-ordination among committee and members and taking care of objections and suggestions of members.
- iv) Cash Handling:** Cash should be handled by the committee and will be solely responsible for any dispute. Cash can be handed-over to any other member only on proper submission of bill.
- v) Menu Sanction :** A new **Menu** or few items in menu will be proposed by managers following the clause in B-10 and have to be sanctioned by committee keeping the following in mind:
 - a) Most of the items in menu should be liked by the majority.
 - b) Items for different members with different food habit should be kept.
 - c) Items must have variety and should not be monotonous.
 - d) Prices of most of the items and at least the Basic menu, should be affordable to most of the members.

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vi) Membership suspension: Membership can be suspended by the committee on the following grounds:

- a) Denial of managership duty without proper reasons (see ____ for details) in regular basis.
- b) Not abiding by the rules and regulations of the mess, affecting other members to discomfort.
- c) Not paying mess bill as per norms.

vii) Appointment of staff:

- a) Removal of staff: On basis of sufficient written complaints, a **GB** may be called where majority vote will decide whether the existing staff will be changed. Preferably the one month notice period should be adhered to.
- b) Replacement of staff: On emergency, if any staff post falls vacant, it is the duty of the mess committee to find a replacement for the post. In this case, proper notification should be sent to all members detailing the procedure of appointment as early as possible.

viii) Selection of supply store(s): This is the responsibility of the mess committee and has to be done after a market survey, and decision taken after maintaining a balance between quality and price. Details must be notified to the members.

ix) At the beginning of the month they have to make a list of monthly requirements of the raw materials that can be bought in large scales at minimum price without making compromise with quality, and buy those from the respective store/vendor.

x) Leave/Retirement from mess: Whenever any member takes permanent withdrawal from mess, the mess committee will review his dues and refund the caution money, after deductions (if any).

****The committee as a whole, will have the power to make inspection and inquiry into the working of the mess and the monthly committee, at any point of time.**

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B)Monthly Managers

1) Basic Outline

- i) There will be six managers at a time, as per the following division:
 - a) Four managers for Lunch-Dinner.
 - b) Two managers for Breakfast.
- ii) The duties of managers will be:
 - a) Store-In and Store-Out
 - b) Monthly mess Bill Collection
 - c) Meal Count
 - d) Tallying amount of raw materials bought and used materials.
 - e) Regular Collection of Bills from the Vendor.
 - f) Daily attendance tracking of Cooking Team members.

2)Regulations for Managers

- i) The mess managers will be given charge of specific duties for a period of one month. They can subdivide the duties amongst themselves if they wish.
- ii) Store In and Out should be done in scheduled time. Mess managers (at least two of them) should be present physically and check the **quality** and **quantity** of materials when those are delivered at our centre and should administer the storing of those at the store room themselves only.
- iii) Communication among cooking team and vendor should be avoided.
- v) Use of any material by the cooking team, before weight and quality check, should be avoided.
- vi) Bill of any day should be received the next day from the vendor. The mentioned materials in the bill and their cost should be cross checked . The materials and their amounts should be compared with the store-in materials of the previous day.
- vi) Store key should not be given to cooking team in any condition. Only the monthly student managers must keep the store key and it is their sole responsibility to secure the store room.

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vii) Order placing should strictly be done by managers.

viii) The vendor should be contacted immediately, if any material of poor quality is found in absence of the vendor. Also let the committee members know about it as early as possible.

ix) Managers may have to buy small quantity materials from nearby shops (eg: Prachesta/ Abhinandan/Maa-Kali, etc.) at times (as per requirements).

x) Mess managers will bear the responsibility of the monthly bill collection and should hand over the money to the committee after the stipulated period with proper documents.

xi) New/Modified menu should be proposed, after discussion among themselves, keeping in mind the availability of raw materials and public demand, within the third week of every month so that the new menu can be implemented from the 1st of the next month.

xii) Managers must keep track of and try to avoid any mishandling of mess properties/materials (e.g. Breaking, Stealing etc).

xii) Attendance of the cooking team members should be taken in daily basis and the attendance sheet should be submitted to the committee at the end of the month.

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C. General Regulations For Mess-Members

****Managers, Committee members and all other members should adhere by the following regulations**

1) Entry in the cooking arena is prohibited. No one will enter and take food of his/her own. There will be one counter manager from the cooking team, within the scheduled time. He will hand over the plate and the non basic item marked (if any) to the member.

The time window of the mess is as follows:

Breakfast: 08:00 – 10:30

Lunch : 13:00 – 14:30

Dinner : 20:00 – 22:30

Mess will be closed on the dinner of the scheduled day of pest control (It is Generally the 2nd Last Sunday of every month).

Breakfast will remain closed on every Saturday. The Saturday previous to the scheduled day of pest control, breakfast will be available, however on the next Monday, breakfast will be closed.

2) Any mess member is bound to take managership duties when his/her turn comes, unless the considerations mentioned in the constitution. Now onward, mess member can join mess only if he/she agrees to take responsibility of managership, whenever his turn comes, and abide by the regulations. A list of the upcoming managers for the next two months, would be displayed in the notice board of the mess. If anyone is unable of taking his/her managership duty due to some reason, he/she have to contact the committee beforehand. Otherwise he/she have to take his/her managership duty. Emergency case can be treated differently. Denying managership without any solid ground and repeatedly can lead to suspension of his/her mess account.

3) Mess bill is to be paid, in the prescribed time mentioned in the mail with the mess bill details. Late fee of 25/- per day would be charged, unless he/she has informed the committee of being late. The late fine would be taken for 10 days and warning to the member would be given. In case of no communication from the member, after 10 days his/her account would be temporarily closed and he/she will not be able to take any meal. After 1 month his/her account would be closed permanently.

4) Taking meal away from the dining hall, in regular basis will not be allowed. It will also not be allowed to take away utensils from the dinng hall.

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- 5) Using of any mess facility for outsiders would be allowed only against marking a guest meal option.
- 6) Students joining for less than six months can not join mess as a member. However he/she can take meal as a guest of any member. The member will be the guaranter of the student and have to bear all responsibilities in his/her absence.
- 7) Option of meal for a full working day can be given before 5:00 pm the previous day. Option of a half working day has to be given before 12:00 p.m the previous day.
- 8) No one, whether a committee member, manager or any member, should ask for or take any personal priveilage from the cooking team. If found, proper action would be taken.
- 9) Members should try to give his/her suggestions, views and objections in the register with proper name and signature against his/her view, for the developement of the mess. No abusive language should be used. If we found anyone using abusive or any language that will hurt someone's sentiment and belief, any view of that person will not be considered further.
- 10) Use of mess properties for personal use should be avoided.

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D) Cooking team:

1) Salary Structure

The salary we pay the cooking team is :: 35,000/- (Lunch Dinner) + 7,500/- (Breakfast)

2) Team Division

Team : 7 members

Division : 1-Head cook+2-assistant Cook+1-counter manager+3-washing dishes.

Cutting of vegetables can be done by the washing members or the assistant cooks.

3) Duties :

- i) Cooking healthy and tasty food.
- ii) Counter Management.
- iii) Head Cook have to manage the whole cooking team.

4) Regulations:

- i) Any kind of collaboration with external agencies can not be tolerated.
- ii) No order placing of raw materials, no servicing of mess items should be done by any of the cooking team member.
- iii) Four Holiday per member per month is allowed. The holiday would be taken in the following way:
7 members*4 days =28days. If Leave of any one member will not clash with any other, we will have 6 members every time in the mess.
We want 6 members everytime in the mess, unless an emergency. In case of any emergency health situation of any member, the member in leave should join immediately.
- iv) Extra items, if any, of any meal should be given to members in the next meal in first come first serve basis, unless the person who have opted and asked to keep it for him.
- v) Food quality should be maintained.
- vi) No personal preveilage should be given to any mess member, manager or committee member in any regard.

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vii) Dinner will be closed, only, on second last sunday of every month. This day may change depending on the scheduled day of pest control. Except that mess will remain open.

viii) Cooking team may have to prepare, one Grand per month.

E) Right To Information:

As mentioned in the preamble, **Transparency** and **Equality** are the two most important features of our SNB Students' Mess. The regulations to keep proceedings transparent and to strengthen equality we propose the following regulations:

- i) Every activity regarding SNB Students' Mess have to be publicly notified.
- ii) Decisions or regulations can be passed in a GB or in a Committee Meeting based on its relevance. Less relevant decisions can be passed in a Committee Meeting. Any decision that can have a dual impact on members, have to be passed in a GB.
- iii) Every decision, taken in a GB or in a Committee Meeting, have to be notified to every mess member.
- iv) Each and every individual has the right to question any activity that has not been passed through a GB.
- v) Any decision that has been passed through a GB can be questioned afterward, only if the circumstances has been changed quite a lot from when the decision has been taken. If so, another GB should be called to discuss the decision and accordingly the decision can be modified/retained/refuted.
- vi) Bills and any other document (related to money) has to be kept for at least six months and have to be provided if asked for, by any member.
- vii) Official documents of any decision, has to be kept and can't be destroyed at any circumstances, unless any other document, which is present, supersede the previous document.

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