



COTTON UNIVERSITY

PANBAZAR: GUWAHATI: ASSAM

No.CU/DSW/2016/02/810-16

Date: 19/02/2020

Notification

Hostel Superintendents are hereby advised to follow the established guidelines for functioning the Hostel Mess of Cotton University. The guidelines are stated below:

The established Guidelines for functioning the Hostel Mess

1. Boarders should pay the Mess Dues to the Hostel Superintendent in time for smooth functioning of the Hostel Mess.
2. The Mess of the Hostel will be maintained by the Mess Committee of the concerned Hostel.
3. The daily expenditure will be audited by the student- auditors of the Mess daily.
4. The Mess Committee will meet at least once a month, preferably on the last day of the month to see the mess account and to ascertain the surplus/deficit for the month. Then the Committee will fix the mess dues for the next month.
5. The Superintendent will call the meeting officially. He/She will invite all office bearers and members of the Mess Committee to attend the meeting.
6. It is the responsibility of the Superintendent and the Mess Secretary to submit the Collection & Expenditure Statement for the month to ascertain the surplus/deficit of Mess for the month, and thus, to fix the mess dues for the next month.
7. It is desirable that all office bearers and members be present in the said meetings, but the presence of following office bearers is essential.
 - i. Hostel Superintendent (Chairperson cum Treasurer)
 - ii. Mess Secretary
 - iii. Mess Managers
 - iv. Auditors
 - v. Marketing Officer
 - vi. Store Officer

(Dr. M. Kalita)
DSW i/c
Cotton University

Date: 19/02/2020

No.CU/DSW/2016/02

Copy to:

1. PS to Vice Chancellor to apprise the Vice Chancellor
2. PS to Registrar to apprise the Registrar
3. Dean S/W, for kind information.
4. The Academic Registrar for kind information
5. All Superintendents of Hostels for information and necessary action.
- ✓ 6. System Manager to upload in the University website.
7. Office file.