

**INSTITUTE OF MANAGEMENT & INFORMATION TECHNOLOGY, CUTTACK**  
Minutes of the meeting of the Hostel Council held on 12. 08.2024 at 11 AM

**Members Present:**

1. Prof. (Dr.) M. R. Kabat – Principal	Chairman
2. Dr. S. K. Jayasingh – HOD, CSE	Member
3. Dr. C. Sahu - HOD, MBA	Member
4. Dr. K. Pattnaik- HOD, Basic Science & Humanities	Member
5. Mr. S. P Swain - Supdt., Boys hostel	Member
6. Mrs. S. Swain - Supdt., Ladies Hostel	Member
7. Mr. A. K. Swain- Tech. Assistant	Member
8. Mr. A. K. Sitha- Programmer	Member

At the outset, the Principal welcomed the members of Hostel Council and the following items were discussed.

**1. Hostel Fee Structure**

Superintendent, Boys Hostel has submitted a report regarding the income and expenditure of hostel mess from 09.07.2024 to 09.08.2024.

Total Boarders of Both Hostels: 71

**Total Collection: 71 X Rs. 3,000/- = 2,13,000/-**

**Expenditure: Rs. 2,27,700.03**

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Grocery: Rs. 1,25,204.03/-  
Rooti: Rs. 19,540/-  
Gas: Rs. 10,896/-  
Remuneration: Rs.61,000/-  
No-Veg Item: Rs. 11,060/-  
}

Based on above report this committee recommends to enhancing the rate of Mess Advance from Rs. 15,000/- to Rs. 16,500/- per semester. After such enhancement the final fee structure will be as follows:

SI. No.	Description	Amount ( 1 <sup>st</sup> year admission for all )	Amount (2 <sup>nd</sup> year MBA / M.Tech Admission)	Amount (2 <sup>nd</sup> year MCA Admission for one Semester Only)
1	Seat Rent	Rs. 8000/-	Rs. 8000/-	Rs. 5000/-
2	Hostel Development Fee	Rs. 2000/- (One Time, Non- Refundable)	NA	NA
3	Electricity Charges	Rs. 3600/- (Non-Refundable)	Rs. 3600/- (Non-Refundable)	Rs. 1800/-
4	Common Room Charges	Rs. 200/- (Non-Refundable)	Rs. 200/- (Non-Refundable)	Rs. 100/-
5	Caution Money	Rs. 1000/- (Refundable)	NA	NA
6	Mess Advance	Rs. 16,500/-	Rs. 16,500/-	Rs. 16,500/-
<b>Total</b>		<b>Rs. 31,300/-</b>	<b>Rs. 28,300/-</b>	<b>Rs. 23,400/-</b>

N.B.: Above fee structure is applicable for the new students of admission batch 2024-2025.

2. **Canteen rate**

The meal rate of a day is decided to be fixed at Rs.120 (Maximum). Presently, it is recommended to take advance Rs.110/- per day for each student against per day meal. If the amount is less than Rs.120/- per day, then the student will be charged the actual amount of the meal.

3. **Regarding Remuneration of Mess staff**

The remuneration of Mess employees will be charged from the Hostel Seat Rent during vacation.

4. **Change of Mess Menu**

If there is any demand to change the menu by the students, then the meal rate may be changed by the Hostel Council.

5. **Refund Policy**

a. **General Case at the end of Course**

Only Caution money and balance Mess advance (if any) will be refunded to the boarders subject to getting clearances from all sections from concerned hostel.

b. **Leaving Hostel after first year**

Only Caution money and balance Mess advance (if any) will be refunded to the boarders subject to getting clearances from all sections from concerned hostel.

c. **Leaving Hostel at 1<sup>st</sup> or 3<sup>rd</sup> Semester**

In this case the deposits against the head "Seat Rent", 50 % of Full Seat Rent will be forfeited and the balance 50% will be refunded to the boarder.


Other heads like **Development Fee, Electricity Charges, and Common Room Charges** will be forfeited fully.

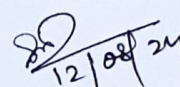
**Caution money (Full) and Balance Mess advance** for remaining months of that semester will be refunded to the boarders subject to deducting mess dues of current and previous months after getting clearances from all sections from concerned hostel.

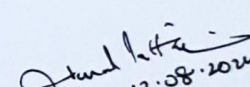
d. **Leaving Hostel at 2<sup>nd</sup> or 4<sup>th</sup> Semester.**

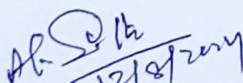
In this case, the boarders will get only the mess dues as per actual and caution money in full.


The meeting was over at 12 noon with vote of thanks to the Chair.


  
(Mr. S.P. Swain)  
Superintendent, Boys Hostel

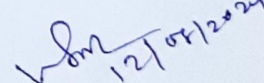
  
(Mrs. S. Swain)  
Superintendent, ~~Boys~~ Hostel

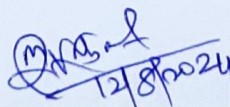
  
(Dr. K. Pattnaik)  
Basic Science & Humanities

  
MR. A. K. Sitha  
Programmer

  
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HOD, CSE

  
(Dr. C. Sahoo)  
HOD, MBA

  
PRINCIPAL