



Office Order

Concession in Mess Food Charges for Faculty and Staff at the University

I. Background and Rationale

The University community includes students, faculty, and staff who share the same campus for learning and interaction. The campus dining facilities (mess/canteen) help in building a sense of togetherness and well-being among all.

At present, the mess facility mainly serves students, and only a few faculty and staff members use it. Providing meals at concessional rates will support staff welfare, increase participation in campus dining, and promote healthy eating in a clean and safe environment.

Therefore, to support faculty and staff and to promote inclusivity, the University proposes to introduce a '*Concession Policy for Faculty and Staff in Mess Food Charges*'.

II. Objectives

The main objectives of the proposed policy are:

- To provide welfare benefits to all teaching and non-teaching staff of the University.
- To promote inclusivity and encourage faculty and staff to use campus dining facilities.
- To make mess food more affordable and easily available to University employees.
- To make better use of the existing mess and dining infrastructure.
- To ensure fairness and clarity in the concession process through a clear policy framework.

III. Scope and Eligibility

The proposed concession will apply to:

- All full-time faculty members (regular and contractual).
- All regular non-teaching staff members.
- Other staff categories (outsourced or temporary) may be considered later, based on administrative and financial feasibility.

The concession will be given only to those faculty and staff members who use the mess facility regularly or on a monthly basis. Occasional or guest users will pay the normal rates.

IV. Proposed Guidelines

1. Rate of Concession:

The concession may be fixed at a suitable rate (10%) of the total mess food charges, depending on cost, available funds, and budget approval.

2. Cost Sharing:

The concession amount may be paid by the University from the staff welfare budget or shared between the University and the employee, as decided.

3. Quality and Hygiene:

The mess will maintain the same quality, hygiene, and nutrition standards for students, faculty, and staff.



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