

STANDARD OPERATING PROCEDURE (SOP)

NFSC MESS



NATIONAL FIRE SERVICE COLLEGE

NAGPUR

STANDARD OPERATING PROCEDURE (SOP) FOR MESS

The National Fire Service College is located in Nagpur (Maharashtra). It has a sprawling campus in 44 acres along with all amenities required for good environment and Healthy Training purpose.

NFSC campus has a separate Hostel Facility for boys and girls. Hostel has a mess running on contract basis. This SOP is introduced to ensure smooth functioning of Hostel.

General Guidelines for Mess

1. Once a student joins a mess, he / she shall be deemed to have become a permanent member of that mess throughout the year.
2. Students who absent themselves on the date of reopening of the Institute after any semester vacation/recess will be deemed to have joined the mess wherein they dined during the previous semester and will be charged accordingly.
3. Students should sign the Mess Leaving Register kept in the mess whenever they leave the mess, due to vacation / exam / external internship / course completion / admission withdrawal / termination etc. Otherwise they will be deemed to be present and charged accordingly.
4. Students are not permitted to dine in the mess without signing the Joining Register or after signing the Leaving Register.
5. At each entry to the dining hall, diner has to put his/her thumb impression in the biometric machine available at the entrance of messes.
6. Menu will be displayed on the notice board. Changes can be made by the mess committee after discussion with mess contractor and Hostel Warden. Important notices will also be displayed on the notice board.



**PREPARED BY
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7. The mess timings are as follows for B-Tech students and Professional Trainees. strict adhere to these timings:

Breakfast	08:00AM-09:30AM
Lunch	01:00PM-02:00PM
Snacks	05:30PM-06:30PM
Dinner	08:00PM-09:30PM

8. Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.

9. Students on no account whatsoever will be permitted to take any food item outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc. to their rooms.

10. No food will be served in the rooms of the hostel for any student unless a certificate is produced from the Medical Officer to the effect that the students' condition requires the food to be served in their rooms. Mess committee is authorized for making arrangements.

11. No diner shall waste food. Paying mess bill does not entitle a diner to waste food.

12. Every diner shall try to maintain the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners

13. After having food, diners shall leave the cup, plate, waste food etc. in the designated bins.

14. Diners shall avoid interacting with the mess contractors staff, in case of any problem they will first contact to Mess Committee.

15. Any complaint will be reported Hostel Warden., may be registered in the Complaint Register.

16. No outside food is allowed in the mess or in the room as it can cause food poisoning.



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17. Cleaning of Mess should be carried out thrice in a day. Health and hygiene should be given top priority from the caterer.

18. All the food items that are being used should be fssai certified.

19. Mess Caterer should maintain healthy environment in kitchen area.

20. Students are advised to strictly adhere to these guidelines/rules. Any breach of these rules will invite action by the Institute.

The Institute reserves the right to change these rules as and when required keeping the students informed through email/general circulars displayed on the mess notice boards.



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