



# योजना एवं वास्तुकला विद्यालय, भोपाल

(राष्ट्रीय महत्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार)

## School of Planning and Architecture, Bhopal

(An Institution of National Importance, Ministry of Education, Govt. of India)

SPAB/DOSA/2026-27/1980

Date-30.01.2026

### NOTICE

#### SPAB Hostel Mess Management Rules

All students are hereby informed that the following Mess Payment, Refund, Conduct, and Cleanliness Rules shall be strictly adhered to with immediate effect.

#### Payment & Refund Policy

1. The mess fee will be applicable from the date of registration to the date of examination completion as per the academic calendar.
2. Those who have sent responses on google form will only be eligible for refunds if any.
3. All students must submit payment details along with proof through the designated Google Form every semester.
4. The account details for Refund will be collected during the verification stage through Google Form.
5. Account details for Refund once submitted will remain fixed till the running semester. Any incorrect details may result in non-payment of refunds. No claims against incorrect details shall be entertained.
6. All approved refunds will be processed in the very next month.
7. A 35% of mess fee will be applicable for all students even though they are not residing in the hostel as mess maintenance charges. Allowed only on approval by competent authority. During the training semester, if the student is residing in the SPA Bhopal hostel, they will be required to pay on the daily basis.
8. Refund related issues must be reported within Seven days from the day of circulation of bill from the vendor. If no complaint is raised within this period, no refund claim shall be entertained.
9. Faculty & staff members or permitted guest can avail the food in mess based on spot payment only. No free food is permitted to anyone.
10. On the day of feast or special occasions, only invitation-based entry is allowed to non-student SPAB community.

#### Conduct & Discipline

1. Abuse, misbehaviour, or disrespect towards mess committee members is strictly prohibited and will attract a disciplinary action.
2. All students are expected to always treat mess workers and managers respectfully. Any student found indulging in misbehaviour, abuse, or disrespect shall be penalized by the Disciplinary Committee.
3. Complaints, if any, must be raised on the same day through proper and designated channels (Complaint Register). Students are also requested to fill out the feedback forms circulated monthly by the Mess Committee.

नीलबड़ रोड, भौरी, भोपाल- 462 030 (म.प्र.) (भारत)

Neelbad Road, Bhauri, Bhopal- 462 030 (M.P.) (INDIA)

Phone : +91 755 2526800 (Reception), +91 755 2526816 (Registrar Office)

Website : spabhupal.ac.in

### **Mess Rules & Cleanliness**

1. Taking mess utensils outside the mess is strictly not allowed. A fine of ₹500 per utensil will be imposed on the student if any utensil is found outside the mess during inspections or visits. Sick students are allowed to take the food outside the mess only on the written recommendation from respective hostel caretaker.
2. Littering inside the mess premises is prohibited and will attract a penalty.
3. Wastage of food should be avoided. Continuous practice of food wastage may attract actions.
4. Organising committees of the specific event is responsible for coordination with mess vendors, mess secretaries, mess committee and all the concerned authorities of the institute.
5. The Organising committee will be responsible for the quality and hygiene of the mess feast during the specific event.
6. An undertaking is required to submit regarding the quality and hygiene of the food by the organising committee.
7. Semester wise calendar from the regional and cultural feast is required to prepare and submit in advance from the beginning of every new semester.

**Note:- Students have the primary right on hostel Messes but in friendly environment Mess facility is open to the other SPAB family members also on payment basis.**

(Directors Approval dated 29.01.2026)

For, Dean(SA) .

  
Dean Students Affairs  
SPA Bhopal

30/1/26.

#### **Copy to-**

1. All students of SPA Bhopal
2. Mess Committee
3. All hostels notice board
4. Student representative Body to ensure proper notification in all messes.
5. Senior Hostel Warden/All wardens/Caretakers
6. Computer Centre to upload on the institute website.