

Standard Operating Procedure (SOP) for stay and food arrangements for guests, students, or officials at ITM University, Gwalior

It has been observed that stay and food arrangements are often made without prior authorization, leading to administrative and financial irregularities. To ensure proper control and accountability, the following instructions are hereby issued with the approval of the competent authority:

1. Prior Approval Mandatory:

Prior approval shall be obtained before arranging any stay or food for guests, students, or officials. Such approval will be accorded only at the level of the Registrar and the Vice-Chancellor.

2. Rates for Stay:

The rates of stay shall be governed by orders issued from time to time.

3. Rates for Food:

The food charges shall be governed by the rates notified from time to time through separate orders.

4. Submission of Guest/Meal List:

The proposal for approval must include a list of persons availing meals and stay.

- In cases where advance listing is not possible due to unavoidable circumstances, the list must be submitted immediately after the event.

- If any special menu is to be served, prior approval of the menu must be taken separately from the competent authority.

5. Billing and Accountability:

It shall be the duty of the Mess Supervisor and Hostel Warden to:

- Prepare and forward the bills for food and stay to the concerned department and the Accounts Department for settlement.

- Ensure that no meal or accommodation is provided without prior written approval.

6. Staff Meals and Payment:

Any employee who wishes to have meals at any point of time may do so, subject to availability, and must pay the designated charges.

- The CFAO is hereby requested to create a QR code for the University Mess to enable instant digital payment and transparent accounting of such transactions.

7. Snacks and Special Items:

The prices of different snack options shall be declared periodically, and approval of the same shall be taken as and when such services are used.

All concerned are directed to ensure strict compliance with this SOP. Any deviation will be viewed seriously.

Note: Format for the approval of Stay & Food Arrangements is attached herewith.

FORMAT FOR APPROVAL OF STAY AND FOOD ARRANGEMENTS

1. Proposal Details

Name of School/ Department	Purpose of Arrangement (Event/Meeting/ Visit/Guest etc.)	Date(s) of Requirement		Venue / Location	Name & Designation of Proposing Officer	Contact Number
		From	To			

2. Details of Stay (if applicable)

Type of Accommodation	No. of Persons	Duration (Days/Nights)	Remarks

3. Details of Meals Required (attach list)

Type of Meal	Date	Approx. No. of Persons	Remarks

4. Estimated Cost (if applicable)

Item	Estimated Amount (₹)	Remarks

5. Recommendations

Signature of the HOD

Signature of the Dean of the School

Full Name:

Full Name:

6. Final Approval

Signature of the Registrar

Signature of the Vice-Chancellor