



OFFICE OF THE PROVOST MANUU BOYS HOSTELS

Date: 04/08/2018

NOTICE

Dear Boarders,

All the boarders of the Boys Hostels are hereby informed that the Mess facility will be provided at respective Dining Halls from 06th August 2018, onwards.

To maintain proper attendance of the Mess, a 'Diet Register' has been placed at the entrance of the Dining Hall of your Hostel. The boarders are requested to follow the following rule and regulation for maintenance of their diet records:

1. An account of the diets taken by each member of the mess is maintained in a bound register 'Diet Register', wherein, it is compulsory to register their date-wise sign about the meals (Breakfast, Lunch and Dinner) taken by the boarder.
2. Before taking a meal, each boarder will sign the register kept at the respective Dining Hall. Failure to sign the register will not absolve the student of the liability to pay meal charges. Boarders are requested to sign at the 'Diet Register', to avoid penalty.
3. A boarder is also allowed to stop his mess facility for a minimum period of three (03) consecutive days or more if prior written permission has been taken by the Warden (Mess) for any of the following reasons:
 - (i) if sick, when no special meal is served to the student by the Mess, provided that the student concerned submits a prescription to this effect from the treating Doctor of Health Centre to the Warden concerned.
 - (ii) Proceeding on field work (exact place and duration of the field work to be mentioned with dates) duly recommended by the Supervisor/Dean/Head of School/Departments/Director of the Centre. Any extension, thereafter, may be granted only on the recommendations of the Supervisor and Dean/Head of School/Departments/Director of the Centre, provided that the request for extension is received in advance.
 - (iii) Going out of station for an academic event, for an approved excursion, or sports event, prior information should be given with dates in the application for mess rebate



to the Warden of the concerned Hostel, provided that such requests are recommended by the Supervisor/ Dean/Head of School/Departments/Director of the Centre, as the case may be.

(iv) in connection with natural calamity.

(v) in connection with medical emergencies of student or his/her parents, untoward happenings, marriage of a member of his /her family. For the purpose of this clause, family includes brother, sister, son/ daughter (including step- and adopted ones)..

4. **At the end of each month, the Caretaker will work out the total meals, special dinner (if any), etc. taken by a student and calculate the mess charges accordingly.**

5. Self-service system will be followed in the Mess. Students collect their share of food from the counter in the Dining Hall after signing the daily Diet Register, available with the Caretaker.

6. **Impersonation i.e. eating or signing the 'Diet Register' for bona-fide student is prohibited and disciplinary action will be taken against defaulters, as per University norms.**

7. Only one resident may eat from one **plate or thali**. For more than one person to eat from one **plate or thali** is prohibited. **No student is allowed to take the food outside of the Dining Hall.** Disciplinary action will be taken against defaulters, as per University norms.

8. Students including their guests, if any, should adhere to the set timings scrupulously. No complaint will be entertained, if a student fails to report within the fixed hours.

Your cooperation is solicited to run the Dining Hall (Mess) smoothly and peacefully.

Provost-Boys Hostels

Copy to:

1. Office of the Vice-Chancellor
2. Office of the PVC
3. The Registrar
4. Director, CIT with a request to upload it on University Website
5. Senior Warden, Wardens and Caretakers of the Boys Hostels
6. Concerned File