



OFFICE OF THE PROVOST MANUU BOYS HOSTELS

No.MANUU/PBH.09/2021-22/

Date: 02/12/2021

NOTICE

Greetings to all Boarders of the Boys Hostels!

All the boarders of the Boys Hostels are hereby informed that the Mess facility has been functional at all Boys Hostels from 3rd December 2021.

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

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.

Before taking a meal, each boarder will sign the register kept at the 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.

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 Senior 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 Senior 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 Senior 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).

At the end of each month, the Caretaker will work out the total diet per day, taken by a student and calculate the mess charges accordingly.

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 at the entrance of the dining hall.

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.

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.

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.

BREAK-FAST: 07.30 A.M. to 9.30 A.M.

LUNCH: 12.30 P.M. to 2.30 P.M.

DINNER: 07.30 P.M. to 9.30 P.M.

The students shall follow the Covid-19 guidelines strictly.

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

Senior Warden (Mess)

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Provost-Boys Hostels

Copy to:

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