



No.MANUU/G.H/F.33/2017-18/117

Dated: 15.11.2018

## CIRCULAR

All the boarders of the Girls Hostels are hereby informed that the Food closure reduced from 5 days to **3 days** will be implemented from the month of November,2018 on the condition that application for food closure is given 3 days in advance.

Food closure will be allowed 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 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).

*Shaheen Shaikh*  
15/11/18

Provost (Girls Hostels)

### Copy to:

1. Office of the Vice-chancellor
2. Office of the PVC/Registrar
3. Director, CIT with a request to upload it on University Website
4. Wardens and Caretakers of the Girls Hostels
5. Concerned File