

Ref. No: CUJ/G.H/B.H/Hostel allocation/2023/06/70

Date: 16/10/2025

कार्यालय आदेश /OFFICE ORDER
(Refund or adjustment of mess fees)

It is hereby notified for the information of all concerned that students may be eligible for refund or adjustment of mess fees under the following conditions as per the **resolution taken in 2023**, subject to due approval and compliance with the procedures outlined below:

- University-Declared Holidays :** Students are eligible for a refund or adjustment of mess fees during university-declared holidays, including mid-semester breaks, winter vacations, and summer vacations, as notified by the Office of the Dean of Student Welfare (DSW) regarding mess closure.
- Medical Grounds:** In cases where a student is absent from the hostel for an extended period due to medical reasons, a claim for refund/adjustment may be considered, provided the following conditions are met:
 - The absence is supported by a valid medical certificate indicating hospitalization or advised home stay.
 - The **medical certificate (Original Copy)** must be submitted at the earliest opportunity and **not later than two (2) days after rejoining the hostel or attending classes.**
 - The certificate must be duly forwarded by the Hostel Warden.
 - The University Medical Team reserves the right to verify the authenticity of the medical certificate prior to approval of the claim.
- Participation in Academic Programs:** Students attending seminars, symposia, training programs, or other academic events like academic excursions/ field tour may apply for mess fee refund/adjustment (**not less than 10 days**), provided:
 - Prior approval has been obtained from the Head of the respective Department.
 - Advance intimation is submitted **at least 24 hours** before the commencement of the program or journey.
- Mandatory Approval Requirement:** In all the above cases, the student's leave of absence must be duly approved by the Hostel Warden. **No request for refund or adjustment shall be entertained without prior approval from the Warden.** Further, rebate will only be applicable for periods of 10 days or more. No rebate will be granted for periods less than 10 days. All students are advised to adhere strictly to the above guidelines. Non-compliance may result in the rejection of refund/adjustment claims.

This is issued with the approval of the competent authority.

Sd-
DEAN STUDENTS' WELFARE

Copy to:

- All Deans/Heads/DAA/Admin Wardens (Boys' and Girls')
- P.S to VC/P.S to Registrar/ P.S to Finance Officer
- Technical In-charge/System Analyst to upload at CUJ website.
- Notice Board

DEAN STUDENTS' WELFARE