



Hostel Mess-Off Form

Name _____ Roll No. _____

Hostel Name _____

Mess Off Date (from) _____ (to) _____

Type of Mess off (1) Personal (2) Medical (3) Official: _____

Reason: _____

If the above request is for personal mess off, please mention number of personal taken in the current semester _____ (days) (to be verified/cross checked by the caretaker).

Date: _____

Signature of Student _____

Date: _____

Signature of Hostel Caretaker _____

Approved/Not Approved

Signature of Hostel Warden _____

Date: _____

Note:

- The student has to submit this form at least two days before the start of mess off period.
- Mess off due to medical reasons requires necessary supporting documents.
- Mess off when on official work outside campus/visits, requires necessary supporting documents.

Only the information should be sent to mess vendor a date before the start of mess off period by the hostel caretaker.