MESS RULES

Mess Food at Room Rules :

- Only in cases of any emergency, you can request Food at your Room. Call Mess Counter early to avail.

- Call before 9:15PM, 2:15PM, or 9:30AM. No late requests will be entertained.

- One day is allowed to request food at room. To order consecutively on the second day, write an email to Mess Committee'25 with emergency proof.

- No one is allowed to take Mess utensils in Room.

- You can take plastic or wooden spoons to your room.

REBATE RULES:

Rebate can be applied for a period of minimum of three consecutive days and there should be minimum 10 days gap between two rebate periods.

- **A 100% rebate would be given if the leave approval is submitted in the mess before leaving or within 2days after coming back.**

- A 90% rebate would be given If an entry is made in the rebate register, and leave approval is submitted later. (Not within the due dates).

- **For leave without approval a 90% rebate upto 5 days will only be given.**

- **Zero rebate** would be given If you fail to inform the mess about your leave before the leave period or do not submit the signed leave form. (**That if you have already taken leave and report it after returning back**)

- For the Pg students who have online portal in their department, can submit the copy of their confirmation mail as leave form.

- Ug and Msc. students don't need to submit signed leave copy if they are taking leave during their semester break or holidays.

So, make an entry in the register in the mess or mail to the hall office/Mess secretary before you leave the hostel. No request will be listened if you forget to inform us before leaving. If you inform us after going on rebate then rebate date will be counted from that date when we get the information.

	Leave Approval	
	During Semester	**Semester Break/Holiday**
UG student	Required	Not required
M.Sc/MBA student	Required	Not required
Other PG students (with Financial Assistantship)	Required	Required

Program \ Leave Approval	Submitted before leaving/ within 2 days of coming	Submitted later than 2 days	No Approval	No Register Entry/ No Approval Submission
UG	100%	90%	90% upto 5 days	0
M.Sc/MBA	100%	90%	90% upto 5 days	0
PG	100%	90%	90% upto 5 days	0

*Carefully note, without Leave Approval only 5 days rebate will be given!!