

29.08.2018

STANDARD CIRCULAR FOR MESS CHANGE

All Hostel students are advised to login “**mess.nitt.edu**” with their **WEBMAIL ID & PASSWORD OR OCTA PASSWORD** for online mess registration to change the MESS.

Detailed Procedure is as follows

- a. Only those Students who wish to change their mess are advised to register in said website.
- b. Online Mess Registration for subsequent month will be opened before end of the present month, from 9.30 pm 02 days before till 11.59 pm 1 day before end of present month.
- c. After logging into the portal, your current mess will be displayed. For submitting your preferences, **follow the instructions as shown in said website and save your preferences**, failing which your choices won't be saved.
- d. Allotment will be done on the basis of ‘**TIME**’ of their ‘**Last Saved**’ preference. It will be done on First Come First serve basis subject to availability and maximum limit for each mess. After saving your preferences, **No further modification are allowed**.
- e. Allotment to Students/Caterers will be done immediately after closure of last time for registration in the same portal.
- f. Registration slip will be generated as above. Print the registration slip and submit to the newly allotted mess with effect from **1st of subsequent month (breakfast onwards)**.

Other Details

- 1) For I year B.Tech/B.Arch (Boys), Registration will be restricted to only Nilgiri & Himalaya Mess. **Presently No online Registration for them.**
- 2) For Girl Students, Registration will be restricted to only Opal GF & Opal FF Messes.
- 3) **For Other I year Students, online registration is compulsory from 2nd month onwards from their hostel admission.**
- 4) **Those students who do not register online for mess will not be allowed to dine in any mess. No Student is allowed to stay in the hostel without being a member of any mess.**
- 5) **Those who don't wish to change the mess need not online register, in which case their mess will be the current mess.**

Copy to
All Hostel & Mess notice board.
Hostel Office file.

M. O. 29/8/18
Convener of Hostels
Ug
JP