Hostel Allotment and Mess Registration procedure for MBA students

General information

a) Welcome to Office of Hostel Management (OHM), IIT Madras. The Hostel office working hours are 9.00 AM to 6.00 PM on **July 8th and 9th** to cater to the new MBA admission. OHM is located as shown in https://goo.gl/maps/o1Hpbfib7j12

b) **ONLY** shared accommodation will be provided for MBA first year students.

c) Each room has cot(s), chair(s) & table(s). Other requirements like bucket, mug, etc. have to be arranged by the students themselves.

d) **PLEASE NOTE THAT PARENTS/GUESTS AND OTHERS ACCOMPANYING THE STUDENT HAVE TO MAKE THEIR OWN ARRANGEMENTS FOR STAY**. ONLY THE STUDENT CAN STAY IN THE HOSTEL ROOM.

1) **For Hostel Accommodation - upon arrival**

   a) Students **should fill the biodata form** prior to arrival at IIT Madras.

   b) **Report directly at OHM office** (First floor-SISHYA HALL) for room allotment by showing proof of payment (for payment follow the procedure as shown in Annexure 'A')

   c) After verification students should register for biometry and get the Hostel room allotment order along with the mess card.

   d) Parents can collect the mess coupons near entrance, if required.

   e) Students can proceed to their allotted hostel, rooms keys will be given from the concerned hostel by showing allotment order.

2) **For Mess**

   a) Since vacation mess is operational till 28th July 2019, a temporary mess card will be given from 8th to 28th July @ Rs. 106/- per day. This amount will be deducted from the respective students' iKollege account.

   b) Regular Mess allotment with biometric access will commence from 29th July 2019.

   For further clarifications contact:

   a) Mr. Karunanidhi (Hostel Accommodation)- Phone 22578511 - Mobile No. 9962769709

   b) Mr. Arulkumar (Hostel Accommodation) - Phone 22578510 - Mobile No. 8056230852

   c) Mr. Vaitheeswaran (Payment details)   - Phone 22578510 - Mobile No. 9840057593

   d) Mr. C. Rajamani (Payment details)   - Phone 22578510 - Mobile No. 9841730987

Annexure A

HOSTEL FEE PAYMENT PROCEDURE

Google It – SBI I Collect, Select the First link.
https://www.onlinesbi.com/sbicollect/icollecthome.htm

1. Click Proceed for Payment.

2. Choose the following options:

      State of Corporate / Institution : Tamil Nadu
      Type of Corporate / Institution : EDUCATIONAL INSTITUTE
      Educational Institutions Name : HOSTEL MANAGEMENT OFFICE, IITM
      Select Payment Category   : HOSTEL FEES (ALL CATEGORIES)

3. Enter student details and proceed for payment.

Note: If don't know the Room no & Hostel, Choose room no 0(Zero) & Cauvery (Boys) and Sarayu(Girls)
      hostel.

HOW TO TAKE RECEIPT FOR A PAYMENT MADE, EVEN ON A LATER DATE
(PLEASE CHECK THE STATUS BEFORE MAKING PAYMENT SECOND TIME)

➢ Login to www.onlinesbi.com
➢ Select State Bank Collect available on the top (pre login page)
➢ Accept the terms and conditions and click "PROCEED"
➢ Select "PAYMENT HISTORY" option available on the left side of screen.
➢ Using TWO OPTIONS as mentioned below, you can get the receipt :
➢ Type the same Date of Birth, Mobile Number which you have entered at the time of making payment through SBI collect. Select the date range and submit.
➢ Give '0'(zero) for Room number and choose any hostel. Roll number is available in your admission letter (first two characters denote your department, next two denote the year of admission, next two characters denotes your program…).
➢ Boys : UG Hostel - Cauvery |PG Hostel - *Mahanadhi*, *Pampa*, *Tamiraparani*, *Sindhu*, *Bhadra* Girls : UG Hostel: *Sarayu* |PG Hostel - *Sabarmati*, *Tunga*
➢ If you know the payment reference number, then enter the Reference number (DU.….) along with any one of these details (Date of Birth or Mobile number entered at the time of making payment).
➢ Select the date range and submit.
➢ In the next page, take print out of receipt.