Instructions for Hostel Allotment and Mess Registration for First-year MS Students

1) **General Information**

   a) **For the hostel admission for the first-year MS Jan 2024 batch students, the Hostel offices will function from 9.00 AM to 6.00 PM during Jan 01-02, 2024.** The Hostel offices generally function between 9.00 AM and 5.30 PM from Monday to Friday and on Saturdays between 10.30 AM and 1.00 PM.

   b) The hostel accommodation for first-year MS students is arranged in the following hostels:
   Male:
   Krishna Hostel – Link to Location map: https://maps.app.goo.gl/qUgbRfVQZwnYEUvdA
   Female:
   Tunga Hostel – Link to Location map: https://goo.gl/maps/jYAdVN7iEwL47KJcA

   c) **ONLY** shared accommodation will be provided for first-year students (Male).

   d) Basic amenities such as cot(s), chair(s) & table(s) are provided in the hostel rooms. Other requirements like bucket, mug, mattress, pillow, bedsheet, pillow cover, lock for the room, etc. have to be arranged by the students themselves.

   e) **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 ASSIGNED TO HIM/HER.

2) **For Hostel Room Allotment**

   a) **Please fill out the online biodata form** before your arrival and bring the duly signed hard copy of the biodata form and the declaration forms. For the hard copy of the biodata, kindly paste a recent color passport-size photograph.
   Please contact Mr. Krishna S. (Mobile No.: 9600190662; Email: krishna@triesten.com) for any clarifications and support for filling out the online biodata form.

   b) **Report to the respective Hostel Offices of Krishna/ Tunga Hostel** for room allotment and submit a **copy** of the following to the hostel Manager:

   i) Offer letter.

   ii) Proof of payment of hostel fees (for information related to the hostel fee details and payment procedure, please visit https://ccw.iitm.ac.in/).

   iii) Duly signed Bio-data form.

   iv) Self-declaration addendum (Click here)

   v) Solemn Affirmation of conformance to rules and regulations (Click here)

   vi) COVID-19 Vaccination certificate, if vaccinated.

   c) Students can proceed to their allotted rooms and keep their luggage.

   d) Report to the Office of the Hostel Management for biometry registration (Please contact Mr. Krishna, Sishya Hall, Room No. 205, Office of the Hostel Management (OHM)) and get the Hostel allotment slip.

   e) Parents can purchase the mess coupons at the OHM if required.

3) **For Mess Registration**

Office of Office Management – Link to Location map: https://goo.gl/maps/JJfhre1wjR7uRxKU8

a) Report to the Office of the Hostel Management (Sishya Hall, Room No. 205; Contact person: Mr. Srini Vasulu P) with the photocopy of proof of payment of the hostel fee for mess registration.

b) Please note that the mess charges are applicable from the date of registration. This amount will be deducted from the respective students' iKollege account.

4) **Important contacts:**

Operation/ Section	Name of the Staff	Phone No.	Mobile No.	Email ID
Krishna hostel (Male)	**Mr. Sriram**	**22578701**	**8608319670**	**krishnahosteloffice@smail.iitm.ac.in**
Tunga hostel (Female)	**Ms. Suryarani**	**22578710**	**8939053977**	**tunga@smail.iitm.ac.in**
Hostel Accommodation	Mr. Karunanidhi Mr. Johnkennedy S	22578500 22578513	9962769709 8015765192	temp.accd@smail.iitm.ac.in ccw.operation@smail.iitm.ac.in
Payment Details	Ms. Vimala Gandhi Ms. Sailakshmi	22578510	8428181791 7904902071	messledger@smail.iitm.ac.in
Mess Registration	Mr. Srini Vasulu P	22578511	9566229672	ccw.mess@smail.iitm.ac.in
Biometry registration	Mr. Krishna S	22578509	9600190662	krishna@triesten.com

Please check your Institute email (RollNo@smail.iitm.ac.in) regularly and visit the CCW website (https://ccw.iitm.ac.in) from time to time.