Instructions for Hostel Allotment and Mess Registration for
2024-2025 First-year M.Tech Students

1) **General Information**

   a) **For the hostel admission for the first-year M.Tech 2024 batch students, the Hostel offices will function from 9.00 AM to 6.00 PM from July 22 to July 24, 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 M.Tech students are arranged in the following hostels:
   Male: Mandakini Hostel – Link to Location map: https://goo.gl/maps/icKQy2WKowEDGTx89
   Female: Swarnamukhi Hostel – Link to Location map: https://goo.gl/maps/SY2Wj73STUyJrSvy6

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

   d) Basic amenities such as a cot(s), chair(s), table(s), LAN port, fan, and light 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 and Mess Allotment**

   a) Hostel Fee must be paid in full (https://fees.iitm.ac.in/).

   b) **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.

   c) **Report to the respective Hostel Offices of Mandakini/ Swarnamukhi Hostel** for room allotment and submit a **copy** of the following to the hostel Manager:

      i) Admission letter from the Academic Section.

      ii) Myndwell Certificate (contact wellness office)

      iii) Offer letter.

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

      v) Duly signed Bio-data form.

      vi) Self-declaration addendum (Click here)

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

   d) Mess registration will be done during the Hostel room allocation.

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

   f) Biometry/Facial registration will be done after the Hostel room and Mess allocation.

   g) Parents can purchase the mess coupons during the Hostel & Mess registration if required.

h) Students can proceed to their allotted hostel room after completing all the above procedures.

3) **Important contacts:**

Operation/ Section	Name of the Staff	Phone No.	Mobile No.	Email ID
Mandakini - A hostel Mandakini - B hostel (Male)	**Mr. Gokul Krishnan Mr. Rahul G V**	**22578731 22578734**	**7695998515 9597924736**	**mandakinihostela@smail.iitm.ac.in mandakinihostelb@smail.iitm.ac.in**
Swarnamukhi hostel (Female)	**Ms. Nishanthini**	**22578761**	**9566138783**	**swarnamukhihostel@smail.iitm.ac.in**
Hostel Accommodation	Mr. Johnkennedy S Mr. Nageshwara Rao A V	22578513 22578500	8015765192 9840180907	ccw.operation@smail.iitm.ac.in ccw.accommodation@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 Mr. Mukesh S	22578511	9566229672 7200330020	ccw.mess@smail.iitm.ac.in
Biometry/ Face 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.