Instructions for Hostel Allotment and Mess Registration for
2025-2026 First-year MBA Students

1) **General Information**

   a) **For the hostel admission for the first-year MBA 2025 batch students, the Hostel offices will function from 9.00 AM to 6.00 PM on July 13 & 14, 2025.** The Hostel offices generally function between 10.00 AM and 6.00 PM from Monday to Friday and on Saturdays between 10.30 AM and 1.00 PM.

   b) The hostel accommodation for first-year MBA students is arranged in the following hostels:
   Male:
   Mandakini-B Hostel – Map location: https://maps.app.goo.gl/j7kvHswKzfThVx299
   Female:
   Swarnamukhi Hostel – Map location: https://maps.app.goo.gl/RNk49EgWevbqhAc3A

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

   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 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) Offer letter.

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

   iv) Duly signed biodata form. *(Download it from ikollege after registration)*

   v) Self-declaration addendum. (Click here)

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

   d) Students can proceed to their allotted hostel room and keep their luggage.

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

   f) Students can purchase the mess coupons for guests at the OHM if required.

3) **For Mess Registration** (only after completion of the admission process)

Office of Hostel Management – Map location: https://maps.app.goo.gl/nMPtqozebMNyzLR76

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

b) Please note that the mess is optional. Students who wish to use the mess facilities can visit the Office of Hostel Management.

4) **Important contacts:**

Operation/ Section	Name of the Staff	Phone No.	Mobile No.	Email ID
Mandakini - B hostel	**Mr. Rahul G V**	**22578734**	**9597924736**	**mandakinihostelb@smail.iitm.ac.in**
Mandakini - A hostel (Male)	**Mr. Gokul Krishnan**	**22578731**	**7695998515**	**mandakinihostela@smail.iitm.ac.in**
Swarnamukhi hostel (Female)	**Ms. Sangeetha Priya**	**22578761**	**8667426959**	**swarnamukhihostel@smail.iitm.ac.in**
Hostel Accommodation	Mr. Johnkennedy S	22578513	8015765192	ccw.operation@smail.iitm.ac.in
	Mr. Nageshwara Rao A V	22578500	9840180907	ccw.accommodation@smail.iitm.ac.in
Payment Details	Ms. Vimala Gandhi	22578510	8428181791	messledger@smail.iitm.ac.in
	Ms. Sailakshmi		7904902071	
	Ms. Nishanthini K		9566138783	
Mess Registration	Mr. Srini Vasulu P	22578511	9566229672	ccw.mess@smail.iitm.ac.in
	Mr. Mukesh S		7200330020	
	Mr. Havish S		7358307370	
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 for updates.