Instructions for Hostel Allotment and Mess Registration for
First-year Ph.D Students (Jan 2025 batch)

1) **General Information**

   a) **For the hostel admission for the first-year Ph.D Jan 2025 batch students, the Hostel offices will function from 9.00 AM to 6.00 PM on Jan 01 & 02, 2025.** 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 Ph.D. students is arranged in the following hostels:
   Male:
   i) **Mahanadhi** Hostel – Map Location: https://maps.app.goo.gl/boMMXphYR2hh9xdK7
   ii) **Tamiraparani** Hostel – Map Location: https://maps.app.goo.gl/DDrFAkapruw23PMp6
   Female:
   Sabarmati Hostel – Map Location: https://maps.app.goo.gl/b2Sbfmtbwt7iKVbj7

   c) 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.

   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 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 Mahanadhi/ Tamiraparani/ Sabarmati 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, please visit https://fees.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)

   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) Parents can purchase the mess coupons at the OHM if required. However, no hostel accommodation will be provided to the parents.

3) **For Mess Registration**

Office of the Hostel Management - Map Location: https://maps.app.goo.gl/6s7EBw8kt7gAp4vTA

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 fees for mess registration.

b) Please note that 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
Mahanadhi hostel (Male)	**Mr. Tamilarasan A**	**22578801**	**7418246885**	**mahanadhi@smail.iitm.ac.in**
Tamiraparani hostel (Male)	**Mr. Veeramani P**	**22578941**	**8825557019**	**tamiraparani@smail.iitm.ac.in**
Sabarmati hostel (Female)	**Ms. Rama G**	**22578793**	**9791802167**	**sabarmati@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 Mr. Havish S	22578511	9566229672 7200330020 7358307370	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.