

Guest Accommodation Request

IIT-M regular students whose parents/guests requires accommodation in IITM hostel, should apply for Guest room accommodation request. For Individual Guest Room or Staying along with student, the below steps are to be followed to apply for the request.

General Instruction:

1. Guest Accommodation will be allowed only for blood relations.
2. Id proof (Voter Id / Aadhaar card / Driving License) is mandatory for each guest.
3. Accommodation Charge: Rs._____ (For Individual Guest Room) or Rs._____ (Staying along with student) – per day / per head (calendar day basis) is to be paid in advance at CCW Office only. The amount may vary in the future.
4. For food coupons, please make the payment separately and collect the coupons.
5. Charges will be counted only on the calendar day basis.
6. Only a maximum of three days will be permitted for guest accommodation.

Guest Accommodation Request Steps:

1. Click the 'IIT-M Student Login' button in hosteldine portal and login into Student dashboard. Click the 'Guest Room Accommodation' link for registration.



2. Apply for a new stay request via 'Guest Accommodation' link in their dashboard.



The screenshot shows the "Office of Hostel Management - IIT Madras" dashboard. At the top right is the "iKollege" logo. Below the header is a navigation bar with "Guest Accommodation Request List", "Home", "My Account", and "Exit". The main content area is titled "Student Guest Accommodation Request List" and features a table with the following data:

Req From Date	Req To Date	Extension UpTo	Warden Status	Payment Status	View	Cancel	Stay Ext
28-May-2017	30-May-2017	31-May-2017	Approved	Paid	View		Apply

Below the table is a blue button with a plus sign and the text "Apply for Guest Accommodation", which is highlighted with a red box.

- On clicking the Apply link, a new Guest accommodation request registration page will open. Apply for the request with valid inputs. To add another guest for stay, click “Add Guest” link under the Guest details section.

Student Guest Accommodation Form
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i Guest Accommodation will be allowed only for blood relations.

- Id proof (Voter Id / Aadhaar card / Driving License) is mandatory for each guest.
- Accommodation Charge: Rs. 500(For Individual guest room) or Rs. 200(For Staying with Student) - per day / per head (calendar day basis) is to be paid in advance at CCW Office only. The amount may vary in the future.
- For food coupons, please make the payment separately and collect the coupons.
- Charges will be counted only on the calendar day basis.
- Only a maximum of three days will be permitted for guest accommodation.

Student Id AE10D010	Student Name Nandigama Chaitanya Praveen	Hostel Name Bhadra	Room No 201
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Guest Details

+ Add Guest

Guest Name * <input type="text"/>	Gender * <input type="text" value="Select"/>	Guest Relation * <input type="text" value="Select"/>	If Others * <input type="text"/>
From Date: * <input type="text"/>	To Date: * <input type="text"/>	Purpose of Visit: * <div style="border: 1px solid #ccc; height: 30px;"></div>	
No.of Days: <input type="text" value="0"/>	No.of Persons: <input type="text" value="0"/>		

Accommodation Type: *

Stay Along with Student
 Individual Guest Room

Upload Documents

Upload documents to proof with guest relationship with you
Choose files of types pdf|jpg|bmp|png|jpeg|doc|docx|xls|xlsx only, up to 5242880 Kilobytes

File Description: <input type="text"/>	Choose File * <input type="button" value="Choose file"/> No file chosen
File Description: <input type="text"/>	Choose File * <input type="button" value="Choose file"/> No file chosen

I have read and understood the relevant rules and regulations of Hostels at IIT Madras (available at ccw.iitm.ac.in) and promise to abide by them in letter and spirit. I have in particular understood the code of conduct in its right perspective and will not behave / conduct in any manner that is socially unacceptable or blemish the image of IIT Madras.

I hereby undertake to pay the applicable charges

4. After filling the mandatory fields, upload the document for proof of guest relationship with student. Upon completing the form, click the “Submit” button.

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Student Guest Accommodation Form

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Student Id AE10D010	Student Name Nandigama Chaitanya Praveen	Hostel Name Bhadra	Room No 201
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Guest Details

Guest Name * <input type="text" value="Geetha"/> <input type="text" value="priya"/>	Gender * <input type="text" value="Female"/> <input type="text" value="Female"/>	Guest Relation * <input type="text" value="Mother"/> <input type="text" value="Sister"/>	If Others * <input type="text"/> <input type="text"/>
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From Date: * <input type="text" value="30-Oct-2017"/>	To Date: * <input type="text" value="31-Oct-2017"/>	Purpose of Visit: * <input type="text" value="test"/>
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No.of Days: <input type="text" value="2"/>	No.of Persons: <input type="text" value="2"/>
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Accommodation Type: *

Stay Along with Student Individual Guest Room

Upload Documents

Upload documents to proof with guest relationship with you
Choose files of types pdf|pg|bmp|png|jpeg|doc|docx|xls|xlsx only, up to 5242880 Kilobytes

File Description: <input type="text"/>	Choose File * <input type="button" value="Choose file"/> No file chosen
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I hereby undertake to pay the applicable charges

5. Submitted Accommodation requests are listed in the list page.

Student Guest Accommodation Request List

[Apply for Guest Accommodation](#)

Req From Date	Req To Date	Extension UpTo	Warden Status	Payment Status	View	Cancel	Stay Ext
20-May-2017	22-May-2017	-	Validating	Pending	View	Cancel	

6. The Student can view their applied stay request information along with the validating status in view page.

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[Guest Accommodation Request](#)

From Date	To Date	No.of Days	Accommodation Type
29-Oct-2017	31-Oct-2017	3	Stay Along with Student
Guest Details	No.of Persons	Rate/day	Paid Amount
Geetha-Mother	1	200	0

[Uploaded Document](#)

- [Download Document](#)
- [Download Document](#)

[Approval Status](#)

Validating

7. Once requested, the request form cannot be modified. In-case the student wants to modify, they have to cancel the request by clicking the “Cancel” link in the list page. This option will be available only till the Validator approves the request.

hosteldine.iitm.ac.in says:

Do you want to cancel the request

[Student Guest Accommodation Request List](#)

[Apply for Guest Accommodation](#)

Req From Date	Req To Date	Extension UpTo	Warden Status	Payment Status	View	Cancel	Stay Ext
26-May-2017	28-May-2017	-	Validating	Pending	View	Cancel	

8. Once the request gets approved by the warden, student will receive an intimation mail which furnishes the Payment details for reference.



Stay Extension:

Once the Guest Room Accommodation Request is approved by the Dean, the student can apply for stay extension, if needed. To apply for the stay extension request, click the apply link under the Stay Extension column in the list page as highlighted below.

1. Click the 'Apply' link enabled for the Approved request.



- On clicking the Apply link, a new Stay extension request page will open. Fill the extension date and choose the Guests for that particular extension. On submitting the form, the request will be sent for approval to the same warden, which was mentioned in the initial guest accommodation request.

Current Stay Extension [Back](#)

* Stay Extension Upto:

Select the Guest:

<input checked="" type="checkbox"/>	Guest Name	Accommodation Type	Guest Relation	Guest Gender
<input checked="" type="checkbox"/>	test	Stay Along with Student	Uncle	Male

- To view the applied stay extension request information with the approval status, click the 'View' link in the list page.

The Approved Accommodation and stay extension requests are listed below in the request page.

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Guest Accommodation Request

From Date	To Date	No.of Days	Accommodation Type
23-May-2017	24-May-2017	2	Stay Along with Student

Guest Details	No.of Persons	Rate/day	Paid Amount
test-Father, test-Mother	2	350	1400

Approval Status
test user (gowtham@triesten.com) - Approved

Stay Extension

From Date	To Date	No.of Days	Accommodation Type
25-May-2017	25-May-2017	1	Stay Along with Student

Guest Details	No.of Persons	Rate/day	Paid Amount
test-Father, test-Mother	2	350	0

Approval Status
test user (gowtham@triesten.com) - Approved

- After the request gets approved by the Warden and Dean, Payment can be processed in the CCW Office. The instruction is mentioned in the Student intimation mail.



Office of the Hostel Management

IITMADRAS CAMPUS, Chennai
CHENNAI - 600036

Phone: (44) 22578500 / 22578511

Email: ikollege@iitm.ac.in



Subject: Guest Accommodation Request Approved

Date: 25/05/2017

Dear Student,

Your Guest Accommodation request which was submitted on 25-May-2017 has been Approved by the Warden.

Please pay Rs.6 for your guest Accommodation charges in Icollect portal and submit the payment slip in CCW OFFICE room no 201. You are requested to contact the CCW Office for further informations.

Best Regards

CCW Office

visit: <http://hosteldine.iitm.ac.in>

5. Approved accommodation request and stay extension can be viewed in the view page and the corresponding Paid Amount is shown for reference.


Stay Periods


Guest Accommodation Request

From Date:	To Date:	No of Days:
28-May-2017	30-May-2017	3

Guest Details	No of Persons:	Rate/day:	Paid Amount:
Kanimozhi-Sister	1	400	1200

Uploaded Document

 Download Document

 Download Document

Approval Status

Authority:(gowtham) - Approved

Stay Extension

From Date:	To Date:	No of Days:
31-May-2017	31-May-2017	1

Guest Details	No of Persons:	Rate/day:	Paid Amount:
Kanimozhi-Sister	1	6	0

Approval Status

Validating

6. After gets approved by dean and the payment process completed, further new stay extension can be applied by the student.