

OFFICE OF HOSTEL MANAGEMENT IIT MADRAS, CHENNAI – 600 036

No.F/OHM/HOSTEL GUEST ROOM/2017-18

30<sup>th</sup> October 2017

**GUIDELINES FOR AVAILING GUEST ROOM IN THE HOSTELS (TYPE-I)**

- From 01/11/2017, Hostel Guest Room Booking can be made only through **ONLINE** (Website: [hosteldine@iitm.ac.in](mailto:hosteldine@iitm.ac.in)), on first come first serve basis, booking has to be done atleast 3 days in advance .
- Hostel Guest Room will be provided only for blood relations (**Parents**), for medical reasons only and accommodation will be provided for a maximum period of 3 days only.
- Charges for Lodging only: (**From: 12.00 A.M. To: 11.59 P.M.**)  
Rs.500/- for single occupancy and Rs.750/- for Double occupancy, calculated on calendar day basis only
- **Boarding Charges** if required, on payment separately, **Breakfast Rs.35/-, Lunch Rs.65/- and Dinner Rs.65/-**
- Payment can be made through Debit Card/Credit Card/SBI- I – collect) (**use Guest Charges option**), **No Cash Payment will be accepted**
- Collecting the key from hostel office & returning to hostel office is the responsible of the Student / Applicant/Occupant, between 09.00 A.M. and 05.30 P.M., except Sundays.
- Loss of Guest room key (or) any damage of the Institute property, the student/applicant availing the guest room will be charged.

**FOR AVAILING GUEST ACCOMMODATION ON SHARING WITH STUDENT ROOM (TYPE-II)**

- Booking can be made only through online (Website: [hosteldine@iitm.ac.in](mailto:hosteldine@iitm.ac.in)), **Rs.200/-, Per Day / Per Guest** will be charged on a calendar day basis (**From 12.00 A.M. To 11.59 P.M.**), booking has to be done at least 3 days in advance
- **Boarding Charges** if required, on payment separately, **Breakfast Rs.35/-, Lunch Rs.65/- and Dinner Rs.65/-**
- Payment can be made through Debit Card/Credit Card/SBI- I – collect) (**use Guest Charges option**), **No Cash Payment will be accepted**

**IMPORTANT**

For the above, all the queries and transactions will be entertained by the OHM Office, between **09.00 A.M. to 05.30 P.M.** only (**Except Sundays**). If any guest(s) coming after the office hours, in the night time, Student/Applicant has to make his own arrangements and OHM may not be in a position to provide the room, handover the keys etc.,

Date: 30/10/2017



*G. Sathya*  
Chairman (Wardens Council & OHM)  
IIT Madras, Chennai – 600 036.

30/10/17

TO: ALL HOSTEL STUDENTS - THROUGH WARDEN