

Instructions for Hostel Allotment and Mess Registration for PC students

1) General Information

- a) The Hostel offices 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 the new PC students is arranged in the following hostels on 14th November, 2022:
Male: Mandakini-B Hostel (5th floor to 9th floor)
Link to Location map: <https://goo.gl/maps/vXgaoFjpkDirppvB9>
Female: Swarnamukhi Hostel
Link to Location map: <https://goo.gl/maps/TP155sbAk6znHtkG9>
- c) **ONLY shared accommodation will be provided.**
- d) Basic amenities such as cot(s), chair(s) & table(s) are provided in the hostel rooms. Other requirements like bucket, mug, mattress, pillows, bedsheets, pillow covers, lock for 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.**

2) For Hostel Room Allotment

- a) **Please fill in the online [biodata form](#)** before your arrival and also bring the duly signed hard copy of the biodata form along with 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) for any clarifications and support for filling the online biodata form.
- b) **Report to the respective Hostel Offices of Mandakini/ Swarnamukhi Hostel** and submit a **copy** of the following to the hostel Manager for room allotment:
 - i) Offer letter.
 - ii) Proof of payment of hostel fees (for information related to the hostel fee details and payment procedure, please visit <https://ccw.iitm.ac.in/>).
 - iii) Duly signed Bio-data form.
 - iv) Self-declaration/Undertaking related to Covid-19 ([Click here](#)).
 - v) Covid-19 vaccination certificate.
 - vi) Self-declaration addendum ([Click here](#))
 - vii) Solemn Affirmation of conformance to rules and regulations ([Click here](#))
- c) Students can proceed to their allotted rooms and keep their luggage.
- d) Report to the Office of the Hostel Management for biometry registration (Please contact Mr. Krishna, Room No. 207, Office of the Hostel Management (OHM)).
- e) Parents can purchase the mess coupons at the OHM, if required.

3) For Mess Registration

Office of Office Management – Link to Location map: <https://goo.gl/maps/JJfhre1wjR7uRxKU8>

- a) Report to the Office of the Hostel Management (Room No. 203; Contact person: Mr. Srinivasulu P) with the photocopy of proof of payment of the hostel fee for mess registration.
- b) Please note that the mess charges are applicable from the date of registration. This amount will be deducted from the respective students' iKollege account.

4) Important contacts:

Operation/Section	Name of the Staff	Phone No.	Mobile No.	Email ID
Mandakini-B hostel (Boys)	Mr. Sharon Mr. Gokul Krishnan	22578731	7708886572 7695998515	mandakinihostelb@smail.iitm.ac.in
Swarnamukhi hostel (Girls)	Ms. Sindhuja	22578761	9498002995	swarnamukhihostel@smail.iitm.ac.in
Hostel Accommodation	Mr. Karunanidhi Mr. Johnkennedy S	22578500 22578513	9962769709 8015765192	temp.accd@smail.iitm.ac.in ccw.operation@smail.iitm.ac.in
Payment Details	Mr. Arulkumar Ms. Vimala Gandhi	22578510 22578510	9597009206 8428181791	messledger@smail.iitm.ac.in
Mess Registration	Mr. Srinivasulu P	22578511	9566229672	ccw.mess@smail.iitm.ac.in
Biometry Registration	Mr. Krishna S	22578509	9600190662	krishna@triesten.com

Please check your Institute emails (RollNo@smail.iitm.ac.in) regularly and visit the CCW website (<https://ccw.iitm.ac.in>) from time to time.