

Instructions for Hostel Allotment and Mess Registration for MA students

1) General Information

- a) **For the new MA hostel admissions, the Hostel offices will function from 9.00 AM to 6.30 PM on September 15, 2022.** In general, the Hostel offices 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 the new MA students is arranged in the following hostels:
Male: Mandakini Hostel – Link to Location map: <https://goo.gl/maps/XUK7pgUevcxGZL6x7>
Female: *Tunga Hostel – Link to Location map: <https://goo.gl/maps/j4ym35CmeBbVPD899>
*Female students will be shifted to the Swarnamukhi Hostel after 3 weeks.
- c) **ONLY shared accommodation will be provided for the first year students.**
- 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 the online [biodata form](#)** before your arrival and also bring the duly signed hardcopy of the biodata form along with the declaration forms. For the hardcopy 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 of the online biodata form.
- b) **Report to the respective Hostel Offices of Mandakini/ Tunga 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 (compulsory).
 - vi) Self-declaration addendum ([Click here](#))
 - vii) Solemn Affirmation of conformance to rules and regulations ([Click here](#))
 - viii) RT-PCR negative test report obtained from the ICMR website. The test must be taken within the last 36 hours at the time of reporting to the Allotted Hostel.
- 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)) and get the Hostel allotment slip.
- 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
Hostel Accommodation	Mr. Karunanidhi	22578500/8502	9962769709	temp.accd@smail.iitm.ac.in
	Mr. Johnkennedy S	22578513	8015765192	ccw.operation@smail.iitm.ac.in
Payment Details	Mr. Arulkumar	22578510	9597009206	messledger@smail.iitm.ac.in
	Ms. Vimala Gandhi	22578510	8428181791	
Mess Registration	Mr. Srinivasulu P	22578511	9566229672	ccw.mess@smail.iitm.ac.in
Biometry Registration	Mr. Krishna S	22578509	9600190662	krishna@triesten.com
Mandakini hostel (Boys)	Mr. Sathish Babhu KM	22578731	9940411328	mandakinihostela@smail.iitm.ac.in
	Mr. Sharon		7708886572	mandakinihostelb@smail.iitm.ac.in
Tunga hostel (Girls)	Ms. Sindhuja Ms. Sumathi	22578710	9498002995 9176700455	tunga@smail.iitm.ac.in

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.