

Instructions for Hostel Allotment and Mess Registration for MBA students

1) General Information

- a) **For the new MBA hostel admissions, the Hostel offices will function from 9.00 AM to 6.30 PM during July 9-11, 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 MBA students is arranged in the following hostels:
Male: Mandakini Hostel – Link to Location map: <https://goo.gl/maps/XUK7pgUevcxGZL6x7>
Female: Sharavathi Hostel – Link to Location map: <https://goo.gl/maps/yB656RYJCRW5VEKn8>
- c) **ONLY shared accommodation will be provided for first year students (Male).**
- 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/ Sharavathi 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 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, Sishya Hall, Room No. 205, Office of the Hostel Management (OHM)) and get the Hostel allotment slip.

- e) Students arriving beyond the office hours and also arriving from long distances can stay in common room of Sindhu Hostel (Boys) and Sabarmati Hostel (Girls) till the regular allotment is done on the next day.
- f) 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/JJfhre1wiR7uRxKU8>

- 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 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. Srini Vasulu 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 |
| Sharavathi hostel (Girls) | Ms. Uma Maheshwari | 22578811 | 7338877857 | sharavati@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.