

# Procedure for booking Hostel Accommodation at IIT Bombay for attending Written Test and /or Interview

Autumn Semester (2018-2019)

**PORTAL WILL BE OPEN BETWEEN APRIL 20, 2018 TO MAY 2, 2018  
(FOR M. Phil / PHD / M.TECH PROGRAMME)**

Fill and submit the form available at  
<https://gymkhana.iitb.ac.in/~hostels/app.html>

1. Candidates will only be accommodated for the **minimum period** required for them to attend all the interviews / written tests that they are called for. They may plan their arrival at IIT Bombay **ONE DAY** prior to the date of Interview and their departure **ON THE DAY** of interview or **ONE DAY** after the interview.
2. Accommodation is **shared**, furnished hostel rooms will be provided to candidates, subject to availability.
3. We will **NOT** accommodate **any** accompanying person for **male** candidates . Amount paid if any, for accompanying persons by male candidates cannot be refunded.
4. **One** accompanying person per **female / physically challenged** candidate can be accommodated
5. Accommodation will be available **only** to those who book it **prior** to arrival. **On the spot booking for accommodation is not available.**
6. Candidates who want to avail of hostel accommodation during their visit to Campus should do the following :
  - a) Pay the **NON-REFUNDABLE** room rent of **Rs. 300/- per head per day** (24 hours of stay or part thereof), for the required number of days to the following Account.

Name of the A/c	: Students Emergency Need Fund
Savings Bank Account No.	: 2724 1010 83799
Name of the Bank	: Canara Bank, IIT Powai Branch
IFSC Code	: CNRB0002724
MICR Code	: 40015129

For example, if the arrival is on 10<sup>th</sup> May, 2018 and departure is on 12<sup>th</sup> May, 2018 then

1. The number of days to be charged = 3
2. Room Rent = Rs. 900 (Rs. 300 x 3)

Total amount to be paid = Rs. 900/-

**b) Please ensure to note your transaction id./UTR No./RPN No. (UTR NO. If payment done by NEFT/RTGS, RPN number if IMPS payment is done) in case of online transaction. In case of payment in cash, across the counter in any bank, please ensure to preserve the original pay-in-slip with your name written on the same. Please also take a copy of online bank statement reflecting the transfer and submit to the Hall Manager of respective hostel  
COMPULSORY.**

**c) You will be required to submit both the above documents at the time of reporting in IITB,**

- 7. We will neither be able to accommodate requests made after MAY 2, 2018 date, nor will be able to refund Rent paid, if any, after this date.**
8. You will receive the final confirmation e-mail message around **5-7 MAY. 2018.** Please carry a printed copy of this message when you come to IITB.
9. You may transfer the amount using the following modes :
  - \* By visiting nearest branch of Canara Bank and using pay-in-slip.
  - \* By online transfer using internet banking/NEFT.
10. Please contact your bank regarding details of how to transfer the amount, if you require. We are not in a position to respond queries related to this.
11. Please plan to reach the institute between 9.30 AM to 5.30 PM. Hostel staff may not be available beyond these hours.
12. Upon arrival in IIT Bombay, please proceed to the Hostel allotted to you, and meet the Hall Manager or his representative there. If you come by a taxi or an auto rickshaw, then disembark only when you reach the respective hostel. The Hostels are almost 2km from the main gate.
13. We regret that we cannot entertain requests for refund of rent paid for the incomplete/incorrect/duplicate applications or candidates who pay the charges extra, inadvertently OR pay the charges but do not appear for the interview.
14. In case of any further query, please write to [hcu.office@iitb.ac.in](mailto:hcu.office@iitb.ac.in) with subject "Hostel Accommodation during Written Test/Interview" OR call 022 2576 8900.

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