DEAN / WARDEN
MIT CAMPUS HOSTEL

Date: 04.02.2021

HEARTY GREETINGS TO YOU

Dear Students,

Sub: First Year UG Students Hostel Admission – Reg.

First Year UG students seeking hostel admission should report to the MIT Hostel Office, on either 07.02.2021 (or) 08.02.2021. The candidate should report at the MIT Hostel Office, and then submit duly filled-in Hostel admission registration form and Hostel fees receipt. The MIT Hostel fees details for the First Year Students are given in Annexure – 1 (UG General).

WITH BEST WISHES,

Yours Sincerely,

EXECUTIVE WARDEN
MIT HOSTELS

DEAN / WARDEN
MIT CAMPUS
### ANNEXURE - 1

#### FEE DETAILS

FIRST YEAR B.E / B. TECH HOSTEL FEES PAYMENT DETAILS
ACADEMIC YEAR 2020 - 2021

<table>
<thead>
<tr>
<th>DETAILS</th>
<th>2020-2021 AMOUNT ₹.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAYABLE AT THE TIME OF ADMISSION</strong></td>
<td></td>
</tr>
<tr>
<td>➢ Hostel Admission</td>
<td>200.00</td>
</tr>
<tr>
<td>➢ Amenities &amp; Appliances Charges</td>
<td>600.00</td>
</tr>
<tr>
<td>➢ Mess Deposit (Refundable)</td>
<td>3000.00</td>
</tr>
<tr>
<td>➢ Guest Advance (Refundable)</td>
<td>100.00</td>
</tr>
<tr>
<td>➢ Block Advance (Refundable)</td>
<td>1500.00</td>
</tr>
<tr>
<td>➢ Hostel Security Charges</td>
<td>100.00</td>
</tr>
<tr>
<td>➢ Employees Welfare Fund</td>
<td>50.00</td>
</tr>
<tr>
<td><strong>PAYABLE EVERY SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>➢ Mess Admission</td>
<td>100.00</td>
</tr>
<tr>
<td>➢ Room Rent</td>
<td>338.00</td>
</tr>
<tr>
<td>➢ Electricity Charges</td>
<td>560.00</td>
</tr>
<tr>
<td>➢ Water Charges</td>
<td>250.00</td>
</tr>
<tr>
<td>➢ Reading Room Charges</td>
<td>50.00</td>
</tr>
<tr>
<td>➢ Residential Service Charges</td>
<td>7750.00</td>
</tr>
<tr>
<td>➢ Block Maintenance and Development Charges</td>
<td>3260.00</td>
</tr>
<tr>
<td>➢ MIT Hostel Stores and Laundry Advance</td>
<td>2000.00</td>
</tr>
<tr>
<td>Mess Advance</td>
<td></td>
</tr>
<tr>
<td>Veg</td>
<td>9000.00</td>
</tr>
<tr>
<td>Non - Veg</td>
<td>12000.00</td>
</tr>
<tr>
<td>Total Hostel Fees</td>
<td></td>
</tr>
<tr>
<td>Veg</td>
<td>28848.00</td>
</tr>
<tr>
<td>Non - Veg</td>
<td>31848.00</td>
</tr>
</tbody>
</table>

- Students are also encouraged to stay in nearby relative's house to attend the classes.
- 1st Year students are allowed to stay inside the hostel between 07.02.2021 and 10.03.2021.
- Students have to vacate the Hostel on or before 12.03.2021.
- The above mentioned hostel fee is to be paid only through online by selecting either Net Banking or Credit Card.

[Signature]
EXECUTIVE WARDEN

[Signature]
DEAN / WARDEN
General Instructions:

- Mess, Stores and Laundry Bills for every month will be deducted from the Mess, Stores & Laundry advance and the remaining amount will be refunded.

- Students have to pay their Hostel Fees through online by selecting either Net Banking or Credit Card. Transaction and Service Charges are applicable for each transaction in addition to the fees as indicated in the web-portal.

- Students are also encouraged to stay in nearby relative’s house to attend the classes.

- 1st Year students are allowed to stay inside the hostel between 07.02.2021 and 10.03.2021.

- Students have to vacate the Hostel on or before 12.03.2021.
First Year BE / B. Tech Hostel Admission Procedure (2020 – 2021)

For Hostel Application Registration:

Step 1: Click the link to go https://www.payment.mitindia.edu/admission/view-step1.php

Step 2: Enter TNEA six digit Application No and your Email Id.

Step 3: Complete Student Profile Details.
   3.1: Upload Passport Size photo.

Step 4: After Filling the Details Click “Save & Continue”.

Step 5: Check whether the details entered are correct. If the details entered are correct then Click to “Submit” for next step else Click to “Modify” to change the details.

Step 6: Click to “Print” for final print of duly filled Hostel Application form.

For Payment:

Hostel Fee is to be paid through Online by Credit Card / Internet Banking only.

Step 7: After taking Final print of Application form, click to “Online Banking” Option.

Step 8: Select your preferred diet category and click to “Click here” option in Action Field

Note: NRI Diet is applicable for NRI Quota Students only.

Veg & Non-Veg Diet are applicable for General & Other State Quota Students

Step 9: Please verify your all details before making payment and Check the Box ☑ for “I Accept the terms and Condition”.

Step 10: Click “Online Banking” for payment page.

Step 11: Click either Credit Card or Internet banking
   ➢ For Credit Card – Fill the fields and pay the Hostel Fees.
   ➢ For Internet Banking – Choose your preferred bank to pay the Hostel Fees.

Step 12: Please take a minute to verify all your details before making payment. After checking the details, click to “Pay” option.
For Fee Receipt:

Step 13: On successful completion of the transaction, the fee receipt gets automatically downloaded else Click “APP – REPRINT” in Home page. Enter the Six digit TNEA Application no and your Email ID and Click “SUBMIT”. Click “FEE PRINT” to print the Fee receipt the candidate must take a Fee receipt of the payment for further reference.

Please Note

Parent should accompany the 1st Year student for Admission.

Please bring the following item at the time of Hostel Admission

1. Printed Copy of duly filled Application form (Original)
2. Hostel Fee receipt (Original)
3. College Allotment Order Copy (Photocopy)
4. Aadhar Card Copy (Photocopy)
5. Undertaking Forms (Original) (Forms are attached below)

Reporting Time & Venue

➢ First Year boys are requested to report at MIT Annexe between 9.00 am to 5.00 pm.
➢ First Year girls are requested to report at MIT Hostel (Main) between 9.00 am to 5.00 pm.

Contact details for Residential Counselors

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Hostel</th>
<th>Name of Residential Counselor</th>
<th>Phone No</th>
<th>Email Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Boys (General)</td>
<td>Mr. Venkatesan.R</td>
<td>9786142646</td>
<td><a href="mailto:venkara_maths@yahoo.com">venkara_maths@yahoo.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. A. Ananth Babu</td>
<td>9698418711</td>
<td><a href="mailto:ananth5005@gmail.com">ananth5005@gmail.com</a></td>
</tr>
<tr>
<td>2</td>
<td>Girls (General)</td>
<td>Ms. Kasthuri P</td>
<td>9003514935</td>
<td><a href="mailto:kasthurip94@gmail.com">kasthurip94@gmail.com</a></td>
</tr>
<tr>
<td>3</td>
<td>Boys (NRI)</td>
<td>Mr. Manoj.M</td>
<td>9600218785</td>
<td><a href="mailto:manoj@mitindia.edu">manoj@mitindia.edu</a></td>
</tr>
<tr>
<td>4</td>
<td>Girls (NRI)</td>
<td>Ms. Ahana Priyanka</td>
<td>9159098689</td>
<td><a href="mailto:ahanachellian@gmail.com">ahanachellian@gmail.com</a></td>
</tr>
</tbody>
</table>

For further assistance, Contact MIT Hostel Office 044 – 2251 6118 / 6119.
From

To
The Executive Warden
MIT Hostels
Chromepet, Chennai – 600 044.

UNDERTAKING

1. I promise that my son / daughter will follow decent dress code during his / her stay in the Hostel.
2. I promise that my son / daughter will keep the room and surroundings clean and tide.
3. I promise that my son / daughter shall return to the hostel within 6 pm and will make ample use of the time between 6 pm to 11 pm for studying.
4. I promise that my son / daughter would not indulge in drinking, smoking and drug abuse.
5. I promise that my son / daughter will not let outsiders / strangers inside the hostel without the prior proper permission.
6. I promise that my son / daughter will not involve in activities like cutting cakes, beating peers, making noises, throwing eggs on inmates, pouring water etc. during birthday occasions.
7. I promise he / she will not indulge in collection fees / donations for any reason without proper management permission.
8. I also promise you that he / she will not bunk classes unoccasionally and stay in hostel.
9. I also promise he / she will not indulge in neither arguments nor clashes with hostel administrative officers, mess workers and wardens.
10. I promise he / she will not tease or make fun of others and hurt others with abusive languages.
11. I promise he / she will not take pictures / short film and share it in media / internet without proper permissions.

Also, in case my son / daughter fail to follow any of the rules, I will agree and abide by managements directions even without prior intimations from the management.

- Students are allowed to stay inside the hostel between 07.02.2021 and 10.03.2021.
- Students have to vacate the hostel on or before 12.03.2021.

STUDENT SIGNATURE
Name: 
Mobile Number: 

PARENTS SIGNATURE
Name: 
Mobile Number: 
To

The Executive Warden
MIT Campus Hostels
Chromepet, Chennai – 600044.

**COVID – 19 UNDERTAKING**

**Strike out whichever not applicable**

1. I declare that I have not suffered by covid-19 and I have not underwent treatment for covid-19 / I declare that I have suffered by covid-19 and I have underwent treatment during the period between __________ & __________

   Herewith I have attached the certificate from medical professional that I can resume normality.

2. I declare that I have no comorbidity and I am not taking any treatment or medication for that/ I declare that I have suffering from ___________. I have taken treatment/under medication. I have attached the certificate from medical professional that i can resume normal life

3. I declare that I will follow the following SOP strictly inside the hostels
   a) The student should wear mask at all times.
   b) The student should clean his hands using the sanitizer, wash his hands using soap Oil.
   c) The student should ensure social distancing throughout his/her movement in the Campus.
   d) Students with any symptoms of cold, cough, fever will be denied entry into the Campus.
   e) The student will be screened using a non-contact thermometer/ thermal scanner. If his / her body temperature is above 98.6°F, he will be denied entry into the campus.
   f) Avoid handshakes.
   g) Avoid unnecessary movement inside the campus. Movement may be restricted only to the particular floor and room in which you were residing

4. I will cooperate with hostel management in preventing the spread of Covid-19 by following the safety norms introduce by hostel in time to time depends on the situation

5. I will not move out of campus without having proper permission of hostel authorities. My movement will be limited by genuine reasons only.

6. I know that I will not permitted to stay inside the hostel under any circumstance if I am symptomatic.

7. I declare that I will take complete responsibility if I infect by covid-19. I will inform to the hostel authorities immediately and I will take the treatment instructed by doctors. Either I will take treatment at hospital or go back to my home town at my own cost to avoid spreading of Covid-19

**STUDENT SIGNATURE**

I assure that my ward will strictly follow the above mentioned norms

**SIGNATURE OF THE PARENT / GUARDIAN**

(Name and address)
STANDARD OPERATING PROCEDURES for MIT HOSTELS

(AS PER GO (Ms) No 707 DATED 05.12.2020 BY GOVT OF TAMILNADU)

1) Students are also encouraged to stay in nearby relative’s houses to attend the classes.
2) Symptomatic students will not be permitted to stay in the hostel under any circumstances
3) Since residential students are coming from different locations, they are advised to self-monitor their health.
4) There should not be any overcrowding in hostel premises
5) Hostel Students are advised to cooperate the thermal scanning in each time and area
6) Hostel inmates are directed to wear mask, frequent hand wash, avoid handshakes and maintain social distance from others
7) Hostel students are instructed to avoid unnecessary movement inside the hostel. Movement may be restricted only to the particular floor and room in which you were residing
8) Resident Students directed to avoid or limit visiting outside the campus
9) Students are encouraged to bring their own utensil for taking food.
10) International Hostel (Boys) and NRI (Girls) students are instructed to maintain the temperature of the air conditioner between 24°C to 30°C
11) International Hostel (Boys) and NRI (Girls) students are directed not to use the air-conditioner during day time. They are advised to open the windows during day time for cross ventilation. Intake of fresh air is advisable.

I have received the SOP instruction given by State Govt. of Tamilnadu. I assure you that I will follow the SOP strictly to prevent the outbreak of Covid-19.

Name:  
Reg. No.:  
Department:  
Signature of the Student