

Steps for applying Temporary Hostel Accommodation

[To be submitted by a faculty member or department/centre/school office]

Step 1 - Login:

Login to the HAB portal using the ERP credential of concerned Faculty Member or Department / Centre/ School office ID using the following link -

<https://online.iitg.ac.in/sa>

Scan here



Step 2 – Request for Accommodation:

For putting request for a single person, use 'New Single TA Request' after login. For bulk request (For more than 5 persons), use 'New Bulk TA Request'.

Fill the details and submit the application.

For Bulk request, a document should be uploaded with **.CSV** file extension. Format of uploading and codes to be used are already given. Please use the Demo CSV file to fill the data.

After submission, a review page will appear and on conformation, the request will go to the concerned Head of the Department/Centre/School.

Step 3: Forwarding from the concerned Head of the Department / Centre / School

After successful submission, concerned Head of the Department / Centre / School will verify the data and forward the application. After forwarding, the request will be processed in HAB.

Step 4: Confirmation

An automatic mail will be received against the individual visitor by the applicant (Faculty or the office concerned) after approval.

Step 4: Hostel Check-in

The visitor has to physically report at the allotted hostel office for check-in. At the time of check-in, a copy of the payment receipt need to be submitted at the concerned hostel office as well as HAB office.

The Concerned applicant faculty /department / centre / school office can check the hostel and room status after login to the portal.