Steps for applying Hostel Room Change

[To be submitted by a hostel boarder except Temporary Hostel Allotment]

Scan here

Step 1 - Login:

Login to the HAB portal using the ERP credential of concerned boarder using the following link -

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

Step 2 – Request for Hostel Room Change:

After login, click the link 'Change Room Request' in the Student Dashboard. Check the pre-filled data, fill the details and submit the application.

Step 3: Verification from the concerned Hostel Staff

After successful submission, concerned Hostel Staff will verify the data and forward the application for hostel room change.

Step 4: Approval from the concerned Hostel Warden

After verification from the hostel staff, the Warden will approve the request.

Step 5: Check-out from present room and check-in to the new room

After approval of the request from the Warden, the boarder will visit the hostel office, follow the room change procedure as per hostel norms and finally check-out from the room.

After check-out, the concerned hostel staff will allot the new room and the boarder will check-in to the new room.