

## Steps for applying Hostel Shift

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

### **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>

Scan here



### **Step 2 – Request for Hostel Shift:**

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

### **Step 3: Recommendation from the concerned Hostel Staff and Warden**

After successful submission, concerned Hostel Staff will verify the data and forward the application for hostel change. After recommendation of the Warden of the present hostel, the request will go to the concerned staff of the new hostel.

### **Step 4: Recommendation from the concerned Hostel Staff and Warden of the new hostel**

After recommendation from the present hostel, the request will verify by the concerned staff member of the new hostel. After verification, the request will go to the concerned warden. Warden will check the data and recommend for hostel shift. After successful submission, the request will go to the HAB for further processing.

### **Step 5: Check-out from present hostel and check-in to the new hostel**

After approval of the request from HAB, the boarder will visit the present hostel office, follow the shifting procedure as per hostel norms and finally check-out from the hostel.

In the new hostel, the boarder will report to the hostel office, follow the hostel formalities and check-in.