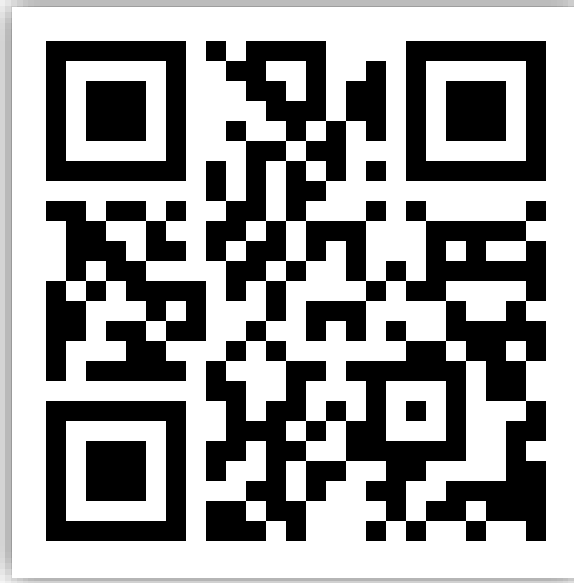


Steps for applying Vacation Stay

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 – Applying for Vacation Stay:

After login, click the link 'Vacation Stay' in the Student Dashboard. Click 'Apply Vacation Stay', check the pre-filled data, fill the details and submit the application.

Step 3: Forwarding from the concerned Faculty members

After successful submission, the application will be forwarded to the concerned faculty member as mentioned by the student according to the reasons from 10 different reasons for staying. The concerned Faculty Member will recommend the student to stay during vacation.

Step 4: Forwarding from the concerned Head of the Dept./Centre/School

After recommendation from the concerned faculty member, concerned Head of the Dept./Centre/School (if the reason is Academic) will check the data and forward the application for hostel Stay.

Step 5: Forwarding from the concerned Hostel Office

After successfully forwarding from the Faculty Members/Heads, the concerned Hostel Office will check the data and forward the application for hostel Stay.

Step 6: Approval from the concerned Hostel Warden

After checked by the hostel office, the Warden will approve the request.