

Guidelines for applying Married Scholars Hostel

Step 1 - Login by the Student:

Login to the HAB portal using the ERP credential using the following link -

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

After login, click the link for 'Married Scholar Hostel Request'. Fill the form, upload the documents and submit it. After submission, the form needs forwarding of the concerned Head of the Department/Centre/School.

Scan here



Step 2: Forwarding from the concerned Head of the Department / Centre / School

After successful submission by the student, concerned Head of the Department / Centre / School will verify the data and forward the application by login to the portal using the ERP ID. After forwarding, the request will be processed in HAB.

Step 3: Verification / Shortlisting / Processing of application

After forwarding from the concerned Head of the Department / Centre / School, the application will be verified by the HAB Office. If found to be in order, the application will be eligible for shortlisting. Accordingly, a Shortlist number as 'Shortlist Rank' will be assigned.

On vacancy of any rooms, the shortlisted applications will be processed for allotment.

Step 4: Recommendation and approval of the application

Procedure for allotment of room in MSH is defined by the Competent Authority time to time. Based on the procedure, students are selected for allotment by the Dean of Students' Affairs on recommendation of a committee chaired by the ADoSA-2 or the relevant authority.

After final approval of the room in MSH, a room will be allotted by the HAB Office. The same will be informed to the student from HAB Office. However, the room status can also be checked by the student by login to the portal.

Step 4: Check-in in MSH

After approval and before check-in to the MSH, the student has to check-out from other hostel if he / she is residing in any other hostel.