**GENERAL INSTRUCTIONS REGARDING ACCOMMODATION**

**FOR PARENTS DURING COUNSELLING AT MIT**

**06-15 JUNE, 2016**

1. Accommodation for parents will be made available for parents who come to MIT for BTech Counselling during 06-15 June, 2016.
2. A maximum stay of two days will be considered for the parents. Details of Accommodation that has been earmarked and the charges are :

|  |  |  |  |
| --- | --- | --- | --- |
| **Hostel No.** | **Seats** | **Room Type** | **Maintenance Charge per Room****(Including Linen, Extra Mattress and Laundry)** |
| 14, 15 and 16 Blocks | 300 | Single Attach AC  | Rs.600/= per day |
| 600 | Double Attach AC | Rs.700/= per day |
| 100 | Single Attach Non AC  | Rs.400/= per day |
| 700 | Double Attach Non AC  | Rs.600/= per day |

1. **Reception & Hostel duties**: **Main reception** will be at **14 Block**. On arrival, the parents will be allotted accommodation and they will be further guided to their allotted accommodation. In addition, Block Wardens of 14, 15 & 16 Blocks will need to supervise/ manage all administrative requirements of their respective hostels.
2. **Accommodation will be allotted on “first come first serve basis”** and once 14 Block is fully subscribed then allotment will be started in subsequent Blocks.
3. **Billing & Accounting**: Finance Department will be establishing their counter at 14 Block for accounting purposes and be responsible for Billing and Accounting of Hostel stay Bills.
4. **Linen & Pillows**: will be organized by Senior Caretaker of 14 Block as discussed. Prof. Balakrishna Maddodi to kindly co-ordinate. No towels will be provided.

 **ADMINISTRATIVE REQUIREMENTS:**

1. **Ambulance & Fire Fighting** - As per request. Transport department to kindly note please.
2. **Security** – 2 Security staff per block are requested to be arranged by Security Officer.
3. **Food Court** – All meals will be provided at MIT Food Court by Chef on Wheels. Mr. Yogeesh will kindly coordinate with the undersigned.
4. **Night Canteens** – Estate Officer is requested to kindly provide night canteens till 1 a.m. at 14, 15 and 16 Blocks from 06 June to 15 June, 2016.
5. **Instructions for Hostel Wardens & Staff** – (14, 15 & 16 Blocks).

All Hostels are requested to keep their Hostels in top condition for the required period. All linen and bathroom will be cleaned and in top condition. Please ensure all fitments, TVs, Lifts are painted and in working condition.

1. **Maintenance:** You are requested to kindly repair all Lifts, ACs and attend to all maintenance requirements in the affected Hostels (14, 15 & 16) on priority.

1. **Instructions for Duties**: Minimum One Caretaker and two Asst. Caretakers will remain on duties at all times in the Hostel Blocks 14, 15 & 16 Blocks from 04 June to 17 June, 2016. Hostel Wardens are requested to coordinate the same.
2. **Duty Wardens**: Duty Wardens will visit Hostels (Block Nos.14, 15 & 16) once every day to oversee all arrangements and report to the Chief Warden in case of any problems.
3. **Housekeeping:** MIS is requested to kindly provide for adequate staff round the clock for housekeeping arrangements during the period.
4. **Important Telephone Numbers** ( As per chart/notice) :
* Joint Director – 0820 – 2924013
* Chief Warden - 0820 – 2925221
* DGS, Col Badrinarayanan – 0820 – 2922213
* DDGS, Col Prakash Chandra – 0820 – 2923428
* Director, Public Relations (Mr Alex Chandy) : 0820 - 2922953
* 14 Block - 0820 – 2927400
* 15 Block - 0820 – 2927450
* 16 Block - 0820 – 2927430
* 14 Block: **Wardens**: Dr. Poornesh – 9448555076

 Mr. Manamohana K – 9448485055

* 15 Block: **Wardens**: Dr. Kuncham Syamprasad – 9343858266

 Dr. Srinivasulu – 8970239042

* 16 Block: **Wardens**: Mr. Balakrishna Maddodi – 944822959 ;

 Dr. K. Babushri Srinivas-9448229591;

 Mr. Nithesh Naik – 9591373521

* Chief Operating Officer (Dr. Prabhudev Mane) : 0820 – 2922848
* Security Officer, MIT : 9740691985 (Mr. Rathnakar Samanth)
* Ambulance – 0820 – 2922404 / 2922761
* Food Court 0820 – 2927491