GENERAL INSTRUCTIONS REGARDING ACCOMMODATION
FOR PARENTS DURING FACULTY OF ARCHITECTURE (FOA) COUNSELLING

23 JUNE, 2016

1. Accommodation for parents will be made available for parents who come for Faculty of Architecture (FOA) Counselling on 23 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:

<table>
<thead>
<tr>
<th>Hostel No.</th>
<th>Seats</th>
<th>Room Type</th>
<th>Maintenance Charge per Room (Including Linen, Extra Mattress and Laundry)</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 &amp; 17 Blocks</td>
<td>50 each</td>
<td>Single Attach AC</td>
<td>Rs.600/= per day</td>
</tr>
<tr>
<td></td>
<td>50 each</td>
<td>Double Attach AC</td>
<td>Rs.700/= per day</td>
</tr>
<tr>
<td></td>
<td>100 each</td>
<td>Double Attach Non AC</td>
<td>Rs.600/= per day</td>
</tr>
</tbody>
</table>

3. **Reception & Hostel duties:** Main reception will be at **16 Block**. On arrival, the parents will be allotted accommodation and they will be further guided to their allotted accommodation. In addition, Block Wardens will need to supervise/ manage all administrative requirements of the hostel.

4. **Accommodation will be allotted on “first come first serve basis”** and once 16 Block is fully subscribed then allotment will be started in 17 Block.

5. **Billing & Accounting:** Finance Department will be establishing their counter at 16 Block for accounting purposes and be responsible for Billing and Accounting of Hostel stay Bills.

6. **Linen & Pillows:** will be organized by Senior Caretaker of 16 Block as discussed. Dr. Kedukodi Babushri Srinivas to kindly co-ordinate. No towels will be provided.

**ADMINISTRATIVE REQUIREMENTS:**

7. **Ambulance & Fire Fighting** - As per request. Transport department to kindly note please.

8. **Security** – 2 Security staff per block are requested to be arranged by Security Officer.

9. **Food Court** – All meals will be provided at MIT Food Court by Chef on Wheels. Mr. Yogeesh will kindly coordinate with the undersigned.

10. **Night Canteens** – Estate Officer is requested to kindly provide night canteen till 1 a.m. at 16 Block from 22-24 June, 2016.
11. **Instructions for Hostel Wardens & Staff** – (16 Block)
   Team Leader is requested to keep the Hostel 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.

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

13. **Instructions for Duties**: Minimum One Caretaker and two Asst. Caretakers will remain on duties at all times in the Hostel Block from 22-24 June, 2016. Hostel Wardens are requested to coordinate the same.

14. **Duty Wardens**: Duty Wardens will visit Hostel once every day to oversee all arrangements and report to the Chief Warden in case of any problems.

15. **Housekeeping**: MIS is requested to kindly provide for adequate staff round the clock for housekeeping arrangements during the period.

16. **Important Telephone Numbers** (As per chart/notice):
   - Prof. Ramaswamy R N - 9448159810, 0820-2924116
   - Chief Warden - 0820 – 2925221
   - DGS, Col Badrinarayanan – 0820 – 2922213
   - DDGS, Col Prakash Chandra – 0820 – 2923428
   - Director, Public Relations (Mr Alex Chandy): 0820-2922953
   - 16 Block - 0820 – 2927430
   - 17 Block - 0820 – 2927440
   - 16 Block: **Wardens**: Mr. Balakrishna Maddodi – 944822959 ;
     Dr. K. Babushri Srinivas-9448229591 ;
     Mr. Nithesh Naik – 9591373521
   - 17 Block: **Wardens**: Dr. Nagaraj N. Katagi – 9448548135
     Dr. R. Shivadraswamy - 9448824360, 7259003110
   - Chief Operating Officer (Dr. Prabhudev Mane): 0820 – 2922848
   - Security Officer, MIT: 9740691985 (Mr. Rathnakar Samanth)
   - Ambulance – 0820 – 2922404 / 2922761
   - Food Court 0820 – 2927491