

ACCOMMODATION INSTRUCTIONS

1. Pre-registered Participants are required to bring the document mailed to them containing their Shaashtra ID. They must exchange the document for a Shaashtra passport at KV grounds or QMS desk adjacent to Reception. Accommodation will be provided only upon production of the Shaashtra passport
2. Participants wishing to apply for on-spot accommodation must fill out the registration form available at IIT-M main gate. They must exchange the form for a Shaashtra passport at KV grounds or QMS desk adjacent to Reception. Accommodation will be provided only upon production of the Shaashtra passport
3. Accommodation will begin on 3rd January at 00:00 hours. No team shall be allotted accommodation before 3rd of January. Those who have registered with dates before 3rd have been recorded as 4th.
4. Caution deposit will have to be paid separately for boys and girls, and will be returned(subject to returning of the mattress sets), during Check Out.
5. **Transportation facility will be provided to participants on 3rd and 4th January from Chennai Central Station to IIT Madras.** The timings of the buses will be updated on www.shaashtra.org
6. Possession and consumption of alcohol and narcotics in any form is strictly prohibited. If reported, the participant status of the person will be ipso facto null and void and the case will be severely dealt with.
7. Please contact us at the Helpline No. regarding any problems and queries during your stay at Shaashtra. The Helpline No. is **044-2257 8121**
8. Outstation participants are not allowed to use the sports equipments of the hostels. If any usage or damage is reported, the cost of the equipment will be collected.
9. Reception will be open at all times **except for 2 hours in the evening from 7:30pm to 9:30pm.**
10. Valuable items should not be kept along with the luggage in the room. Shaashtra 2014 Team will not be responsible for any loss or damage of property. Please secure your belongings and put your details on the same.

11. Please make entries in the register kept with the security whenever you move in and out of your allotted hostels and the Institute gates.
12. Mess facility will not be provided during Shaastra. You may have your meals at the stalls set up during Shaastra at KV Grounds or at one of IIT-M's food outlets like Gurunath, Tiffany's, Cafe Coffee Day, IRCTC and Mo'z Express.
13. **Girls are not allowed in boys' hostels and boys are not allowed in girls' hostels.**
14. Please collect all assistance documents from the Reception during Check in. All documents must be produced during Check Out to avail the Caution Deposit
15. Hospitality Desk will be functional from 8.00 AM to 6:00 PM. Please approach us for general and event related queries or any sort of assistance.
16. Please keep the rooms and hostel area clean.
17. Participants are requested to get **their own lockswith multiple keys** for the rooms that they will be allotted during Shaastra 2014.
18. Teams are requested to check out from the rooms by 11:59 hrs. 7th January.

Hope you have a comfortable and pleasant Shaastra 2014!

Regards

Students Relations Team
Shaastra 2014
Breaking Boundaries