MANIPAL
ACADEMY of HIGHER EDUCATION
BENGALURU CAMPUS
(Institution of Eminence Deemed to be University)
INSPIRED BY LIFE

INSTITUTION OF
EMINENCE | NAAC A++ GRADE ACCREDITED

ANNEXURE I
Hostel Booking Process

The schedule of hostel room allotment portal Go Live institution-wise is as under for the UG students -

Institute	Date
Department of Commerce (DoC)	20th May 2024 – 12.30 pm onwards
Srishti Manipal Institute of Art, Design and Technology (SMI)	22nd May 2024 – 11 am onwards
Department of Liberal Arts, Humanities and Science (DLHS)	24th May 2024 - 11 am onwards
Manipal Law school (MLS)	27th May 2024 - 11 am onwards
T.A. Pai Management Institute (TAPMI)	June 2024 onwards
Manipal Institute of Technology, BLR (MIT)	June 2024 onwards

Pre-planning for hostel booking

Before logging into hostel allotment portal, the applicants / parents are required to note the below and plan for payment through the portal. The below pointers will be helpful to ensure readiness -

- Please ensure that the student and parent go through the hostel rules and regulations and code of conduct, it is deemed acceptance of the policies when the student opts for the hostel facility.

- Please ensure to keep the Roll No/Registration No/Enrollment Number and student date of birth(DOB) handy to login into the hostel booking portal.

- To get the Reg. No students can login to https://slcm.manipal.edu use the application number as the username and DOB as password to login, DOB format will be DD-MM-YYYY, enter the 3-digit captcha to login. Post login, on the home page, in front of Roll No student can get their Roll No/Registration No/Enrollment Number which can be used to login into the hostel booking portal. Link for the same is given below under the "Steps to complete the Hostel Booking" heading.

- Please ensure that the activation of the cards with enhanced limits for payment of the hostel fees, is done prior to the start of the hostel booking process.
  - Ensure that you have balance available, and limits enhanced for the hostel fee payment
  - Hostel fees is to be paid in full and there are no instalment options

- Keep their credit/debit card/ net banking login details handy with adequate limits for online payments.

- For payments vide **debit cards**, please ensure domestic online usage is enabled and limits

enhanced to cater to the full payment of fees.

- For payments vide **net banking**, the net banking facility is activated before initiating the payment.

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This is required considering that the selection of room/seat will be valid for fifteen minutes only after confirmation.

Steps to complete the Hostel Booking-

Follow the below steps to complete your hostel booking, as per the schedule above -

1. Access the Hostel Management System by logging in at https://hostel.manipal.edu

2. For all courses under SMI, TAPMI, MLS, DLHS and DOC use the following username and password:

   Username: Roll No/Registration No/Enrollment Number
   Password: Date of Birth (dd/mm/yyyy)
   For B. Tech (MIT), the login credentials are as follows:

   Username: Application No
   Password: OTBS password

3. Complete the login process by entering the Captcha.

4. Fill in and submit the requested details.

5. Choose the category of room from the available options.

6. The payment gateway will prompt you to select the payment mode via credit/debit card or net banking.

7. Select your preferred mode of payment.

8. Complete the payment within 15 minutes of selecting the option; otherwise, the process must be repeated.

9. Upon successful payment, an allotment letter will be generated, and the payment confirmation will be sent to the email ID provided during the payment process.

10. Hostel booking is considered completed once the allotment letter has been generated. Students must carry their allotment letter during the onboarding process.

11. For any support needed during the hostel booking process please contact our dedicated support team at +91 8104993356 / +91 8898708278 / 080 24497217 / 080 24494199 from Monday to Friday from 9.00 am to 5.00 pm.