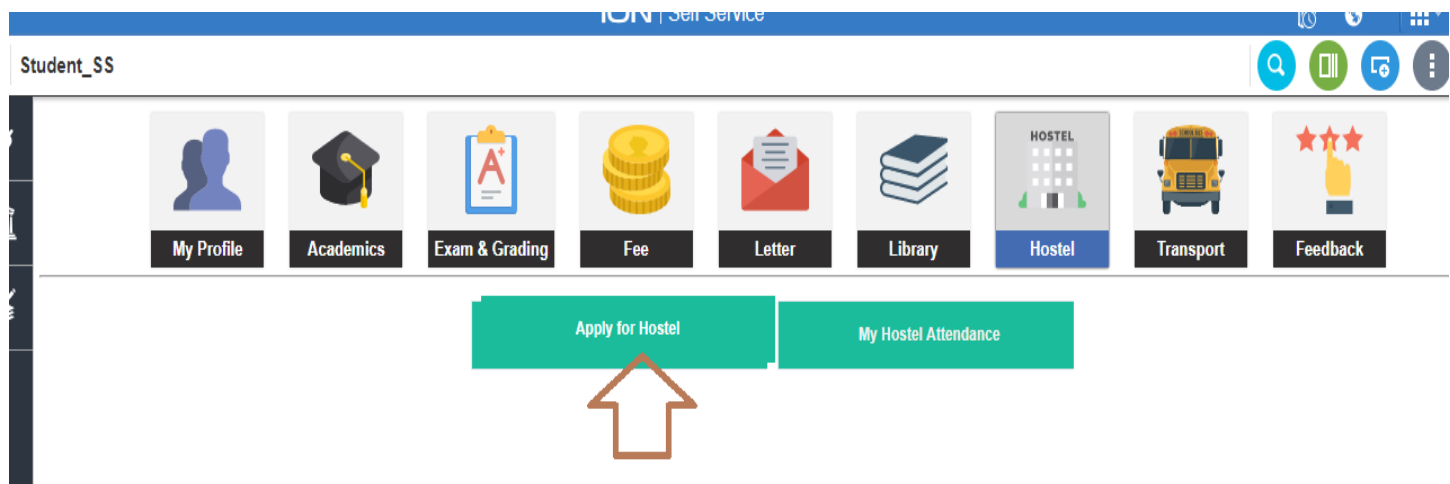
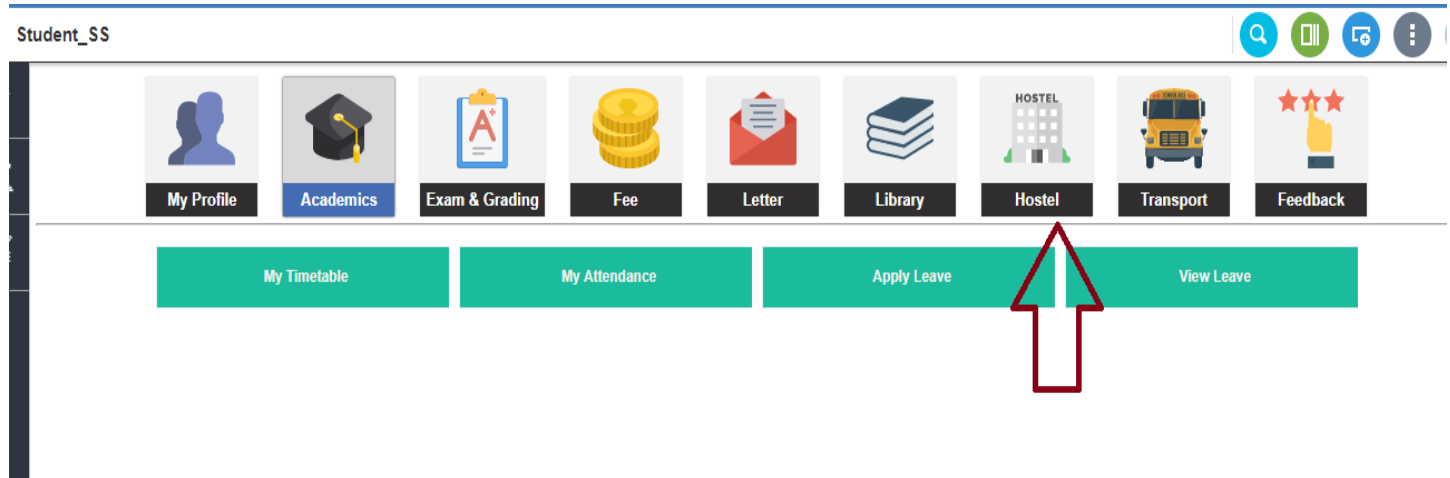


## Student Hostel request Help Manual

Step 1: Login to your TCS iON Self Service Portal using the URL <https://www.tcsion.com/SelfServices/>

Login : [RRN@crecident.com](mailto:RRN@crecident.com) (Ex: [140091601011099@crecident.com](mailto:140091601011099@crecident.com))


Step 2: Click on Hostel icon and Select Apply for Hostel as shown below



Step 3: Click on your corresponding hostel and after reading all Terms & Conditions, click on Apply for Hostel again at the bottom.

ICON | Self Service

Men's Hotel Ladies Hostel Close

 B.S. Abdur Rahman  
Crescent  
Institute of Science & Technology  
Deemed to be University vide 3 of the UGC Act, 1956

Men's Hotel

**UNDERTAKING BY THE HOSTEL STUDENT & PARENTS**

The Residents of Hostels of Crescent Institute of Science & Technology will abide by the following instructions which are in accordance with the requirements of social and corporate life and to ensure a conducive atmosphere for their studies and growth.

(1) The accommodation in the Hostel is meant for the student from the date of admission till the last day of the academic session. Failure to vacate the hostel by the due date will render the residents liable to disciplinary action or fine as may be prescribed from time to time by the Institute, or both and the eviction process shall be initiated against him. However, the students can be permitted by the Hostel Authorities to stay in Hostel on the recommendations of the Department Heads for the specified reasons and for the period of summer training or completion of any other academic activity against payment of additional hostel fees and charges. Hostel room cannot be sublet or shared by any day scholar or any outsider. The Students are not permitted to change their rooms without specific written approval of the Warden.

(2) At the time of occupying the room, the students shall be required to sign the inventory of the fittings, furniture and other items provided to him. No demand for additional furniture will be entertained. He shall be personally responsible for the safe custody of the same. Inmates are responsible for proper maintenance of the cots, mattresses, pillows, tables, chairs and cupboards, tube lights, and fans provided to them. Any damage to the hostel property, furniture or disfiguration of the walls, doors, windows etc., will be viewed seriously as a punishable offence. In addition, expenses if any, for repair/replacement, will be collected from the inmates concerned. In case the defaulter is not traced, collective penalty would be imposed, if necessary. Any vandalism/willful damage to hostel property will be severely dealt with and students found indulging in such acts will face disciplinary action. In case the defaulter is not traced, collective penalty would be imposed, if necessary. Any vandalism/willful damage to hostel property will be severely dealt with and students found indulging in such acts will face disciplinary action.

(3) Raging in any form is illegal and strictly prohibited within the premises of the Institute. Hostels and departments or any part of the Institute system as well

ICON | Self Service

Parents / guardians, his establishment charges WILL NOT be refunded. The letter for vacating hostel should be submitted duly signed by parents / guardians and Resident Tutor to the Warden a well before vacating the hostel.

(c) Whenever a student vacates the hostel, the security / deposit / caution deposit will be refunded only at the end of the course.

(d) In case a student during the semester is suspended / expelled from the hostel on disciplinary grounds, hostel charges WILL NOT be refunded.

(32) Re-allotment of Hostel accommodation to old students for next academic session is subject to the condition that they had 75% attendance with Good Academic & Discipline record during the previous year.

(33) Medical Facilities. A Medical Center is available in the Institute premises. The inmates are advised to make use of the medical facilities. Two Resident Doctor are available in the Medical Hall on all days. If any student falls sick, Resident Tutor should be informed so that the medical aid could be arranged, if necessary. A van/Ambulance is always available near the medical hall for emergency. A Van is also available at the hostel Gate from 7 PM till 6 AM every day.

(34) The University reserves the right to change to change and modify the rules and allotment of hostel accommodation and close any or all hostels suo-moto.

Above Rules and Regulations have been read, understood & agreed to for strict compliance by the student seeking hostel accommodation.

On clicking this button, you agree to the Terms & Conditions mentioned above.

**Apply for Hostel**

Step 4: Now Select Hostel, Room type and Charge Type and Click on **I agree**.

For Charge Type. Please select **NEW HOSTELLER** if you are going to stay in hostel for the first time.

If you have stayed already last year and wanted to continue, Select **Existing Hosteller**

Now, scroll down and click on save to place your hostel request.

Once Hostel Manager approves your request, you will be able to make online Fee payment. Under Fee section to block your room.

Apply for hostel

**Request Details**

Request Number: [ ] Request Date: 02-07-2018 Request Status: New Hostel \*  
KBA MENS HOSTEL

Remarks: [ ]

**Room Details**

From Date \* 05-07-2018 To Date \* 30-05-2019 Room Type \* 6 Bed Non-AC Charge Type \*  
---Select One---  
---Select One---  
EXISTING HOSTELLER  
NEW HOSTELLER

Room No \* [ ]

**Room Co Occupant** [View Info](#)

I agree

*Indicates mandatory fields \**

From Date \* 05-07-2018 To Date \* 30-05-2019 Room Type \* 6 Bed Non-AC Charge Type \*  
---Select One---

Room No \* [ ]

**Room Co Occupant** [View Info](#)

I agree

*Indicates mandatory fields \**

[Current Allocations](#) [View Room Charges](#)

**Service Request Details**

Services	Charge Group	From Date	To Date	Respective Amount
<input type="checkbox"/> ---Select One---	<input type="checkbox"/> ---Select One---	[ ]	[ ]	<a href="#">View Charges</a>

Page 1 of 1

[Save](#) [Cancel](#) [Add Row](#) [Remove Row](#)