

HOSTEL ALLOTMENT GUIDELINES

- Portal will be open for **F2018/F2019/F2020/F2021/F2022** batches only, on **20/07/2023** (11:00 AM). The portal will be closed on **23/07/2023** (11:00 PM).
- **No further queries/e-mails will be entertained for Hostel Allocation. Please make judicious use of the flexibility given.**
- For any query, please mail at campusopening@pilani.bits-pilani.ac.in, f20210923@pilani.bits-pilani.ac.in or fill the [query form](#) on the website. Only the sensible queries will be answered.

General Instructions:

1. Only students who have opted for **hostel allocation** will be **allowed** to form wings.
2. If a student (eg. Dayscholar) wishes to **opt out Hostel Allocation**, they may do so by selecting the **opt out of hostel allocation** option on the portal.
3. Students who have opted out of **Hostel Allocation** will not be allotted rooms under any circumstances. Use this option with discretion.
4. Students who wish to sit for **random allocation** don't need to do anything. They would be automatically considered for random allocation.
5. Wing Representatives should fill **Hostel Preferences** on the portal.
6. After wing allotment, **wing representatives** will be allowed to allot rooms inside the allocated wing.
7. Students who are currently on their **PS-2/off-campus thesis** will be allotted rooms separately **next semester**.

Please note that:

- Allotment will **NOT** be done on a First come First serve basis. It is done through a random process through an algorithm.
- Maximum Wing Size: **12**
- **No Minimum Wing Size.**
- Wings are subject to availability.

Boys and Girls (f2018, f2019, f2020,f2021):

1. Boys and Girls of batches f2019,f2020,f2021 will be allotted **single occupancy rooms**.
2. Girls of batch f2022 will not be allotted new hostels, and are expected to remain in their currently allocated rooms in Budh Bhawan.
3. **NOTE:** Wings can be of **any size** from 1-12 members, and you do not need to complete 12 members in your wing to be eligible for allocation.
4. Girls who are retaining their rooms allotted last year in Meera or Budh do not need to participate in the allotment process.

Boys and Girls (f2022):

1. **Wings should only be of even sizes. (eg. 2, 4, 6 ... , 12)**
2. Boys of F2022 will be allotted double sharing rooms, Girls of F2022 will be **retaining their rooms in Budh Bhawan**.

H2022:

1. Girls of H2022 who are retaining their rooms allotted last year do not need to participate in the allotment process.

Do's

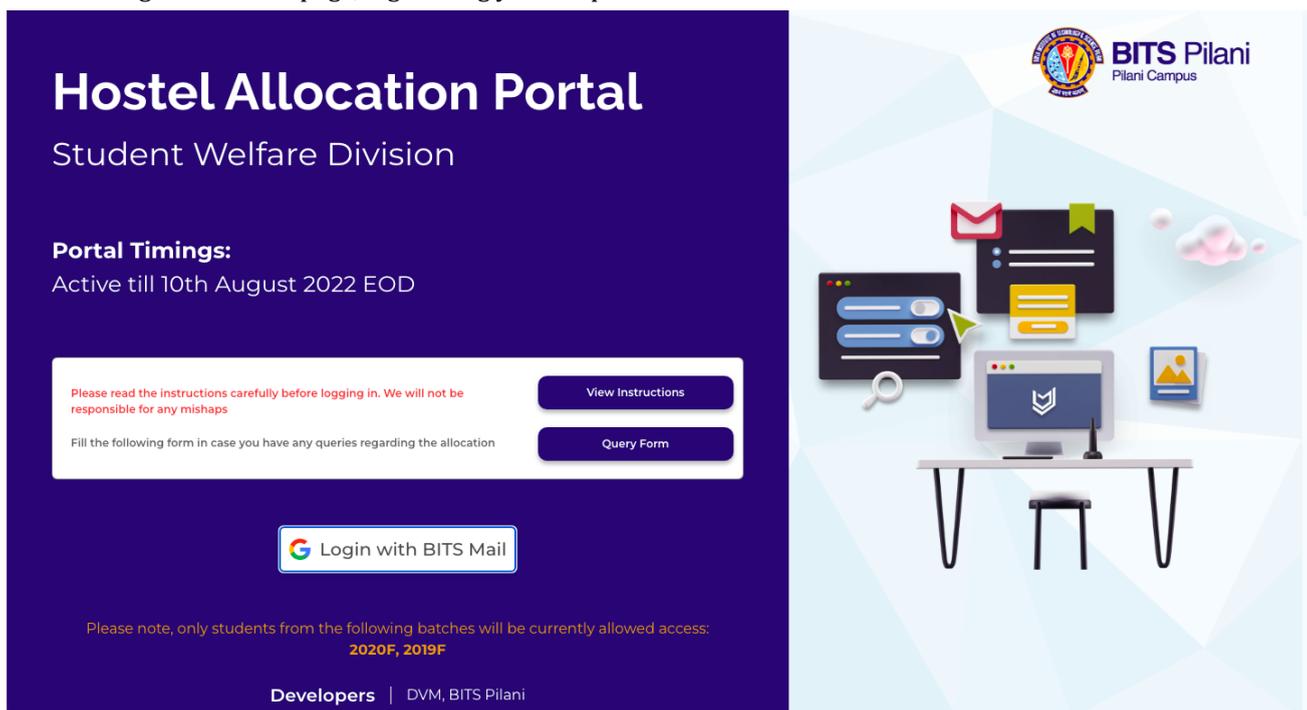
1. Plan accordingly with your wingies before creating or joining a wing group.
2. Read the instructions carefully and all confirmations during the process to avoid any problems since all actions are irreversible.

Don'ts

1. Do not mail the authorities or the Chief Warden with any queries or requests whatsoever. No such requests will be entertained.
2. Do not try to join wings of any other batch or gender.
3. Once the room is allotted no further changes are possible. Do not email any requests to change rooms or wings. Once the allotment is done it is considered final.

To create a wing:

After landing on the homepage, login using your respective BITS Email ID.



Hostel Allocation Portal
Student Welfare Division

Portal Timings:
Active till 10th August 2022 EOD

Please read the instructions carefully before logging in. We will not be responsible for any mishaps

Fill the following form in case you have any queries regarding the allocation

[View Instructions](#)

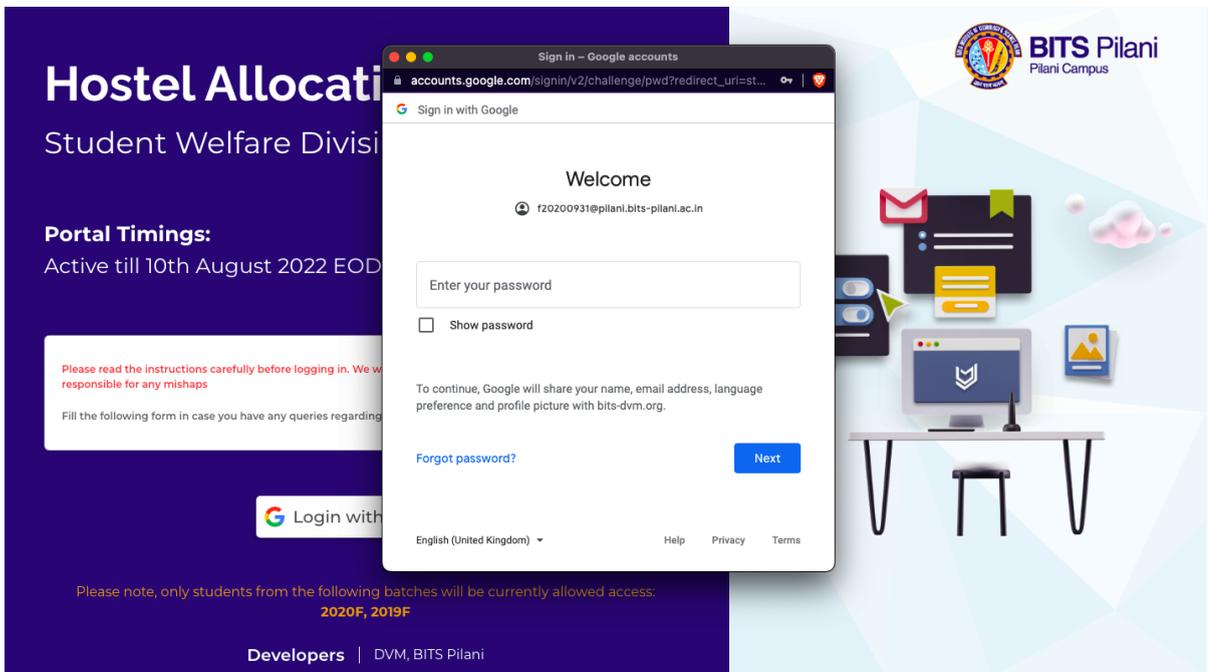
[Query Form](#)

[Login with BITS Mail](#)

Please note, only students from the following batches will be currently allowed access:
2020F, 2019F

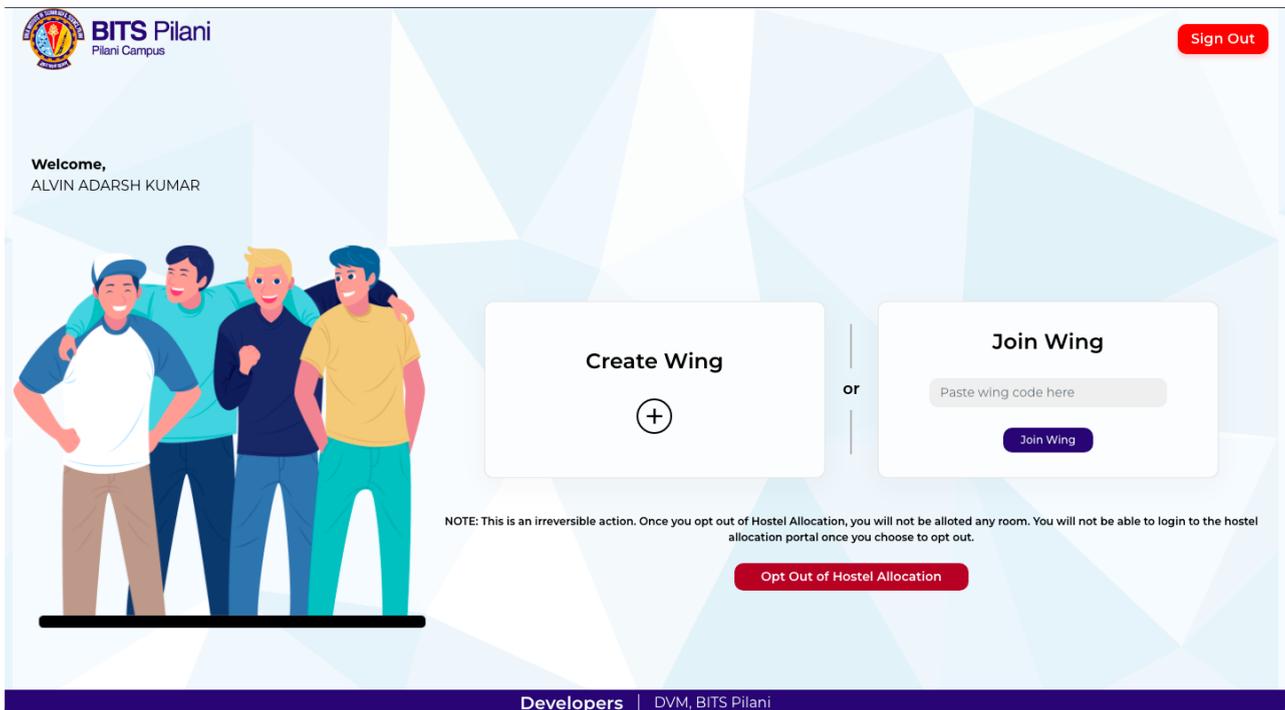
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NOTE: Before logging in, please make sure you have read all the instructions carefully since all of the actions are irreversible and cannot be undone.



After logging in you will be offered **3 choices**

- 1) Create Wing
- 2) Join Wing
- 3) Opt Out of Hostel Allocation

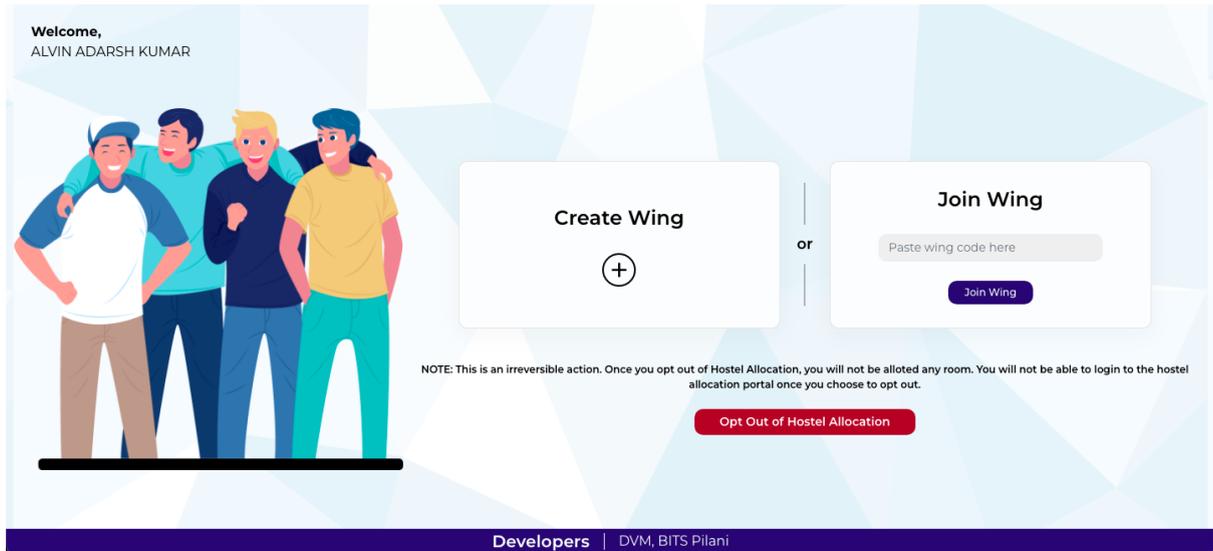


Opt Out of Hostel Allocation:

Note: Once you have opted out, it is an irreversible action. You will not be allocated a room under any circumstances. Use this option with a lot of discretion.

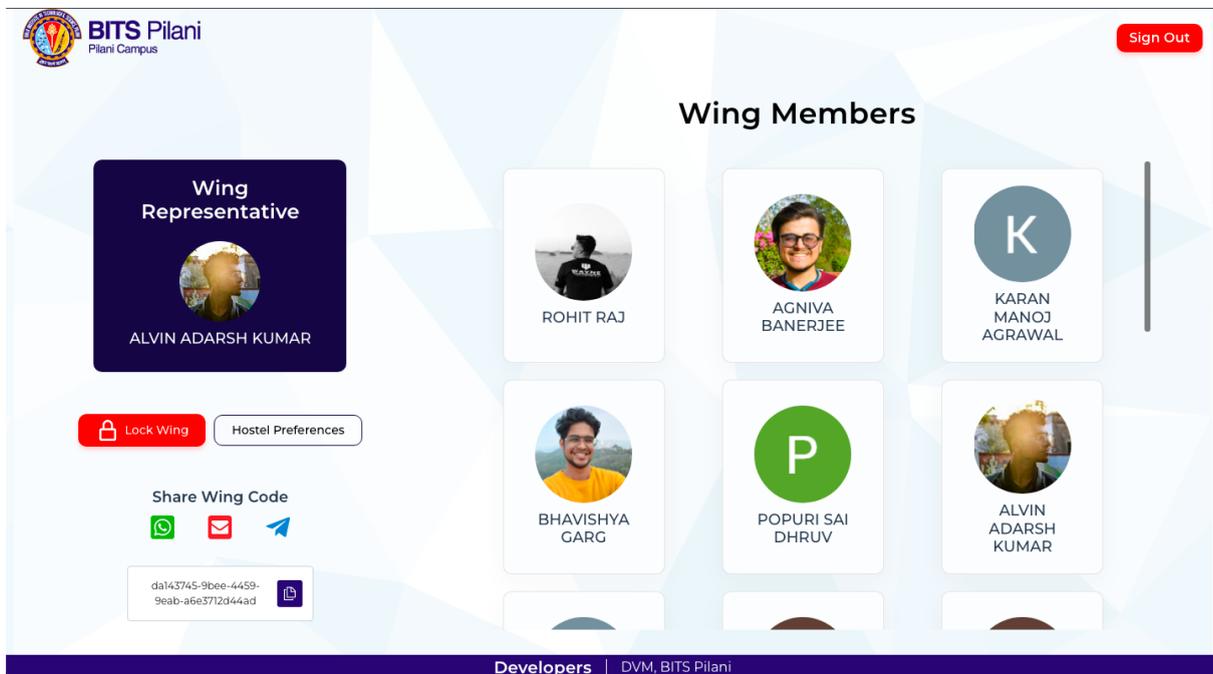
Create Wing

To create a wing, click on Create Wing button.



NOTE:

- Once **you create** a wing, you will become the **wing representative** of that wing.
- You **cannot delete that wing** or **join another wing** or set another member as the wing representative, hence make sure your wingies don't create a wing by themselves.
- Share your wing code **very carefully** only with your wingies, since anyone with a wing code can join that wing and that person **cannot be removed** from the wing.
- You can share the wing code to your wingies by copy-pasting it using the copy button or you can share the wing invite link **through respective social media buttons**.



To Join a Wing:

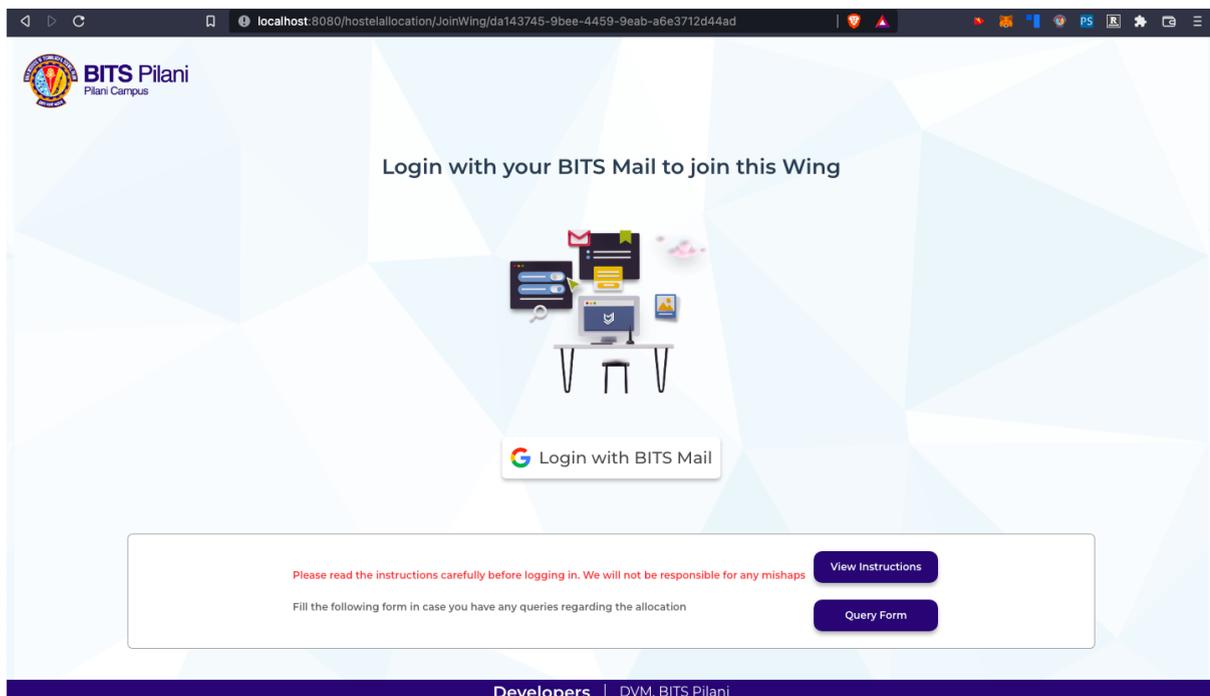
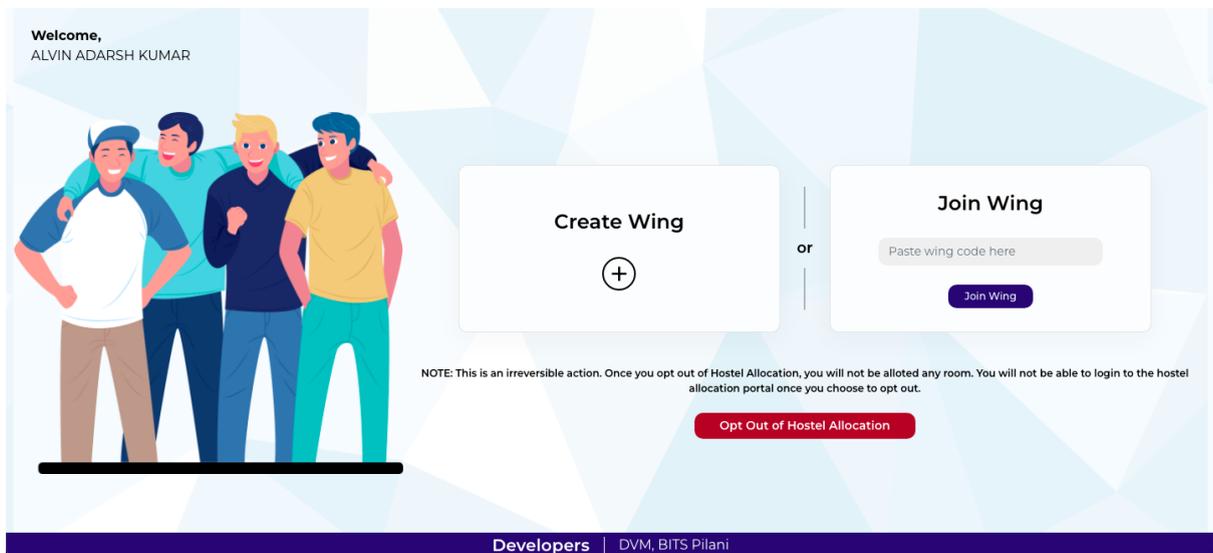
There are 2 ways to join a wing,

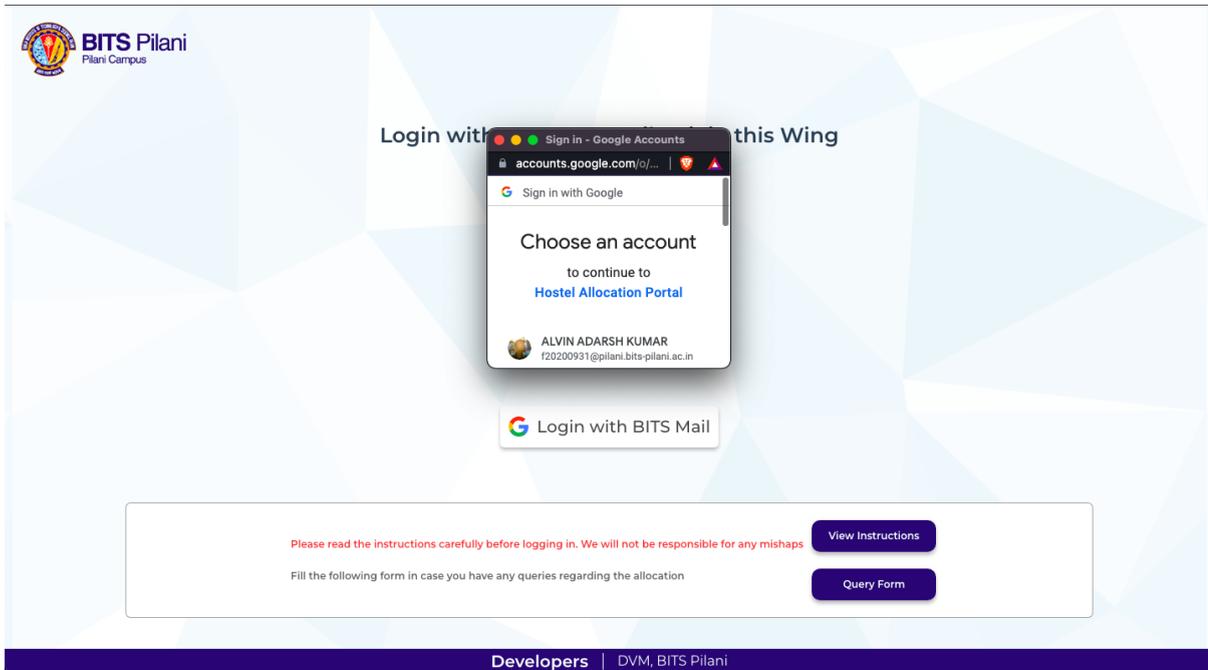
- 1) Using wing code. Example: **a05d0650-fb04-4317-90f8-af3ab44ee76b**
- 2) Using the share wing code option, generate a link to send to your friends which redirects to your wing joining page. Example:

<https://hostelallocation.bits-pilani.ac.in/JoinWing/8e3fs3dg2f2fg21>

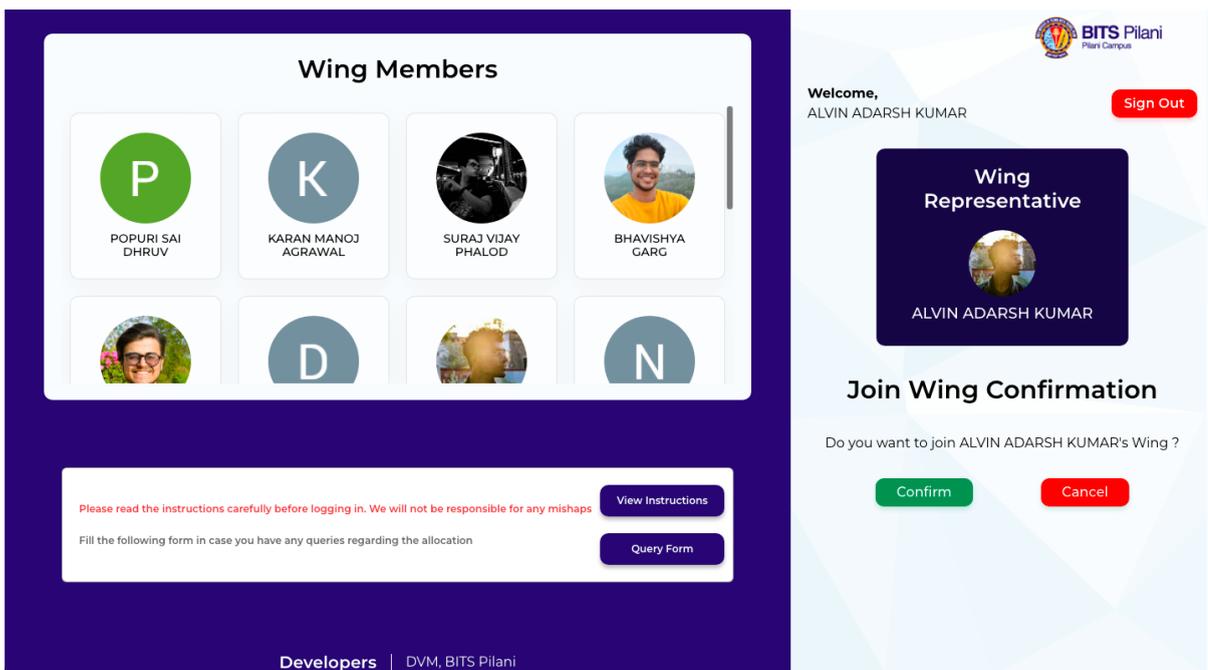
Using wing code:

After logging in on the homepage you'll be given two options, create a wing and join wing. Enter the wing code and click Join Wing.





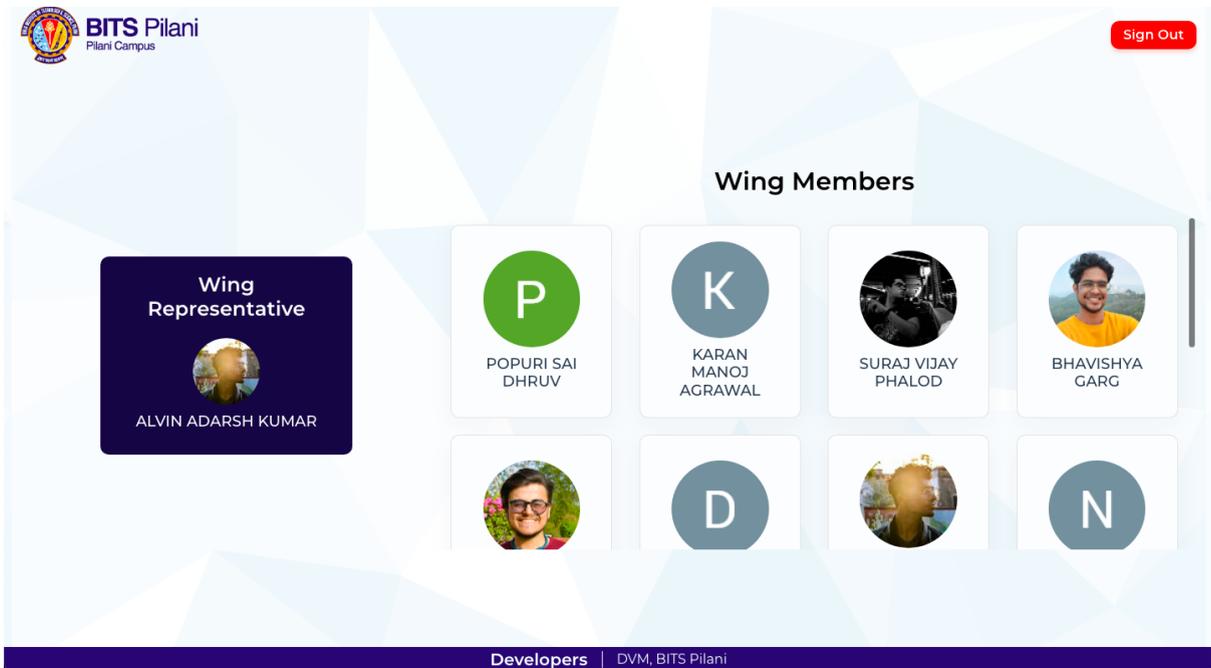
You will be asked for confirmation whether you want to join that person's wing.



If you want to join the wing click confirm.

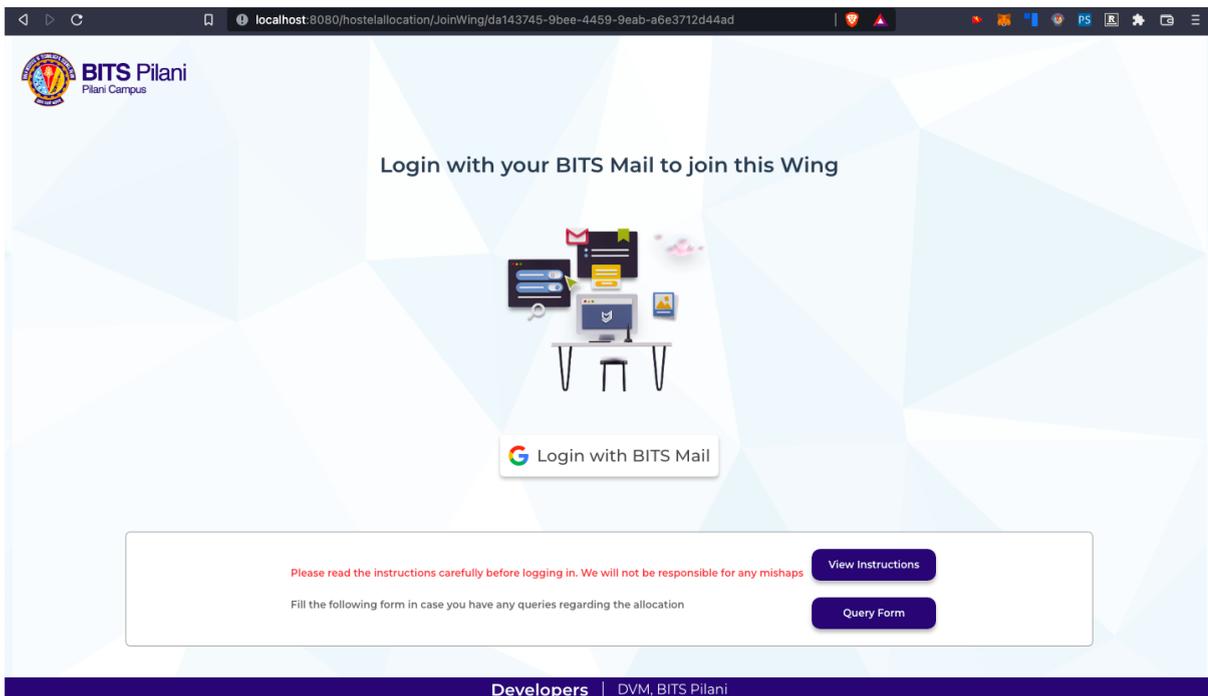
NOTE: Only join a wing if you're completely sure about it since once you join a wing, you cannot leave that wing and you cannot create another wing. This action is irreversible. No requests will be accepted to leave wings.

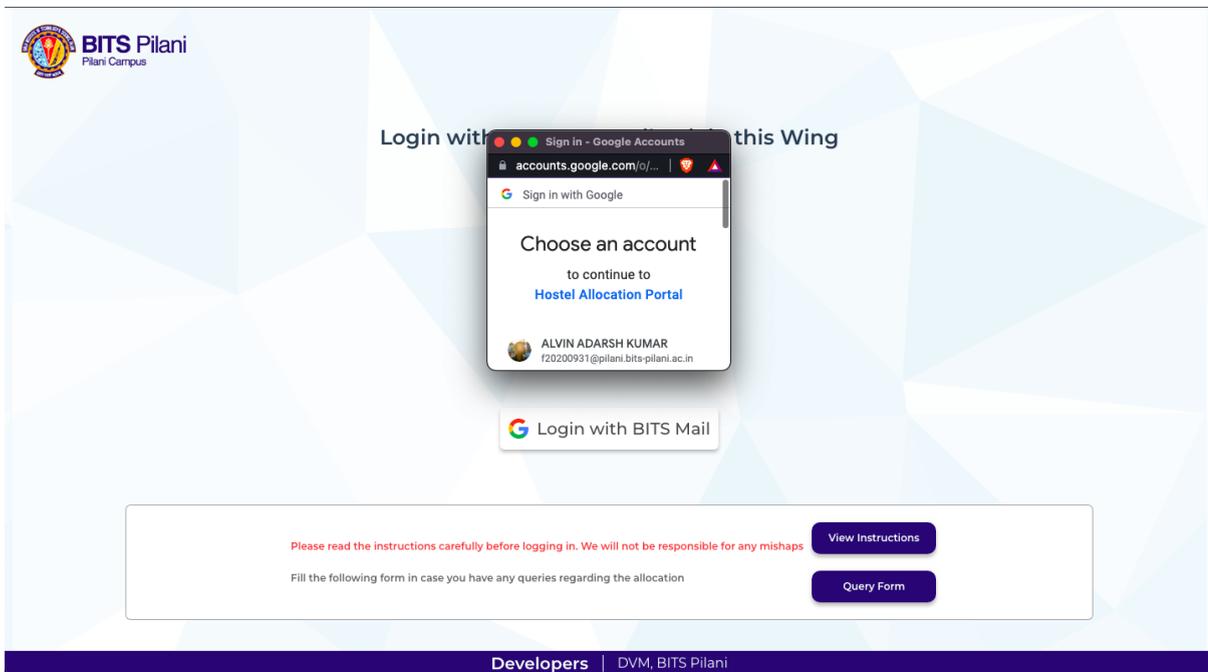
Once you've joined a wing, you will be able to see all the students who have joined the wing and the wing Representative.



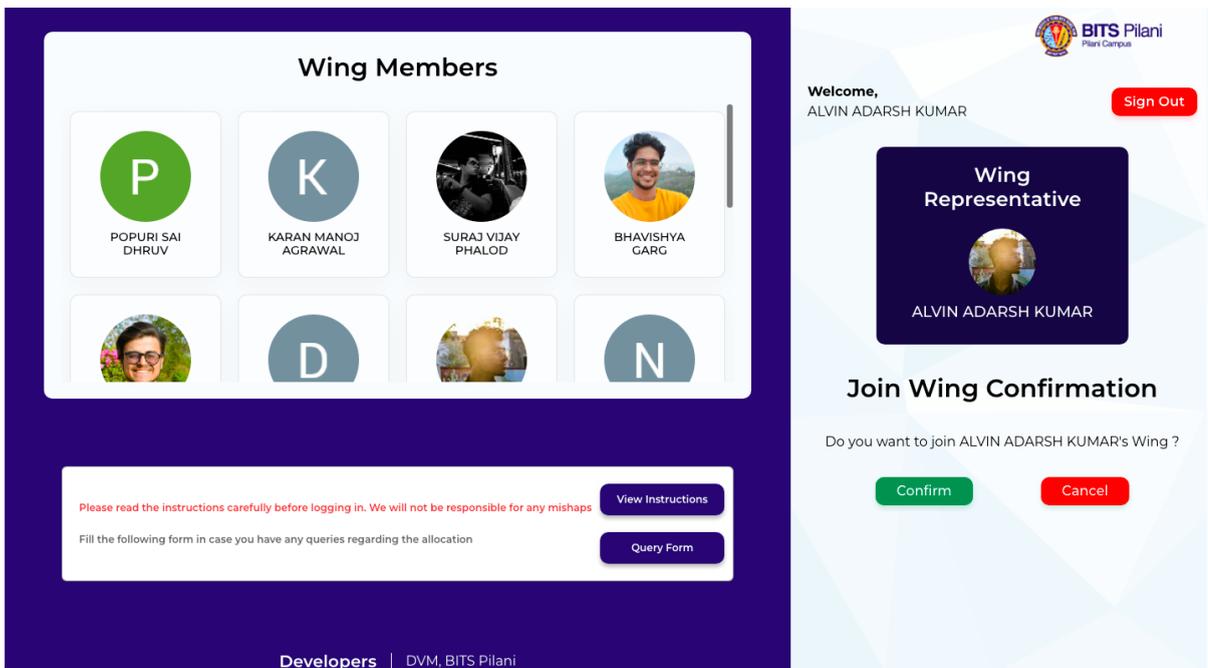
Using wing invite link:

Once you click the invite link, you will be taken to the login page. Login using your BITS Email ID.





After logging in, you will be asked for confirmation whether you want to join that person's wing.



If you want to join the wing click confirm.

NOTE: Only join a wing if you're completely sure about it since once you join a wing, you cannot leave that wing and you cannot create another wing. This action is irreversible. No requests will be accepted to leave wings.

Once you've joined a wing, you will be able to see all the students who have joined the wing and the wing Representative.

Wing Members

Wing
Representative



ALVIN ADARSH KUMAR



POPURI SAI
DHRUV



KARAN
MANOJ
AGRAWAL



SURAJ VIJAY
PHALOD



BHAVISHYA
GARG



To lock a wing: (Only for wing representatives)

- Once you have created a wing, you have an option to lock your wing.
- If you lock a wing, you restrict anyone from further joining your wing until you unlock it again. This is a functionality that can be used any number of times at any stage.
- **It is just for convenience to avoid unnecessary entry of unwanted students.**
- To lock a wing, click on the lock wing button.
- You will be prompted with a confirmation. Once you click okay, your wing will be locked and no student will be able to join your wing until you unlock it again.

The screenshot displays the user interface for managing a wing. At the top left is the BITS Pilani logo and 'BITS Pilani Pilani Campus'. A notification banner at the top center reads: 'swdservices.bits-pilani.ac.in says No more members will be allowed to join your wing until you unlock it again. Are you sure?' with 'Cancel' and 'OK' buttons. A 'Sign Out' button is in the top right. The main area shows a 'Wing Representative' card for ALVIN ADARSH KUMAR. Below it are buttons for 'Lock Wing' (with a lock icon) and 'Hostel Preferences'. A 'Share Wing Code' section includes icons for WhatsApp, Email, and Telegram, with a code: 'da143745-9bee-4459-9eab-a6e3712d44ad'. A grid of member cards is visible, including POPURI SAI DHRUV, KARAN MANOJ AGRAWAL, SURAJ VIJAY PHALOD, BHAVISHYA GARG, AGNIVA BANERJEE, and DEVAYUSH SHUKLA. A footer bar says 'Developers | DVM, BITS Pilani'. A large dark overlay at the bottom contains the message: 'swdservices.bits-pilani.ac.in says Wing Group Locked.' with an 'OK' button.

To unlock a wing:

- Click on the unlock wing button.
- You will be prompted with a confirmation. Once you click okay, your wing will be unlocked and **any student with your wing code or wing invite link will be able to join your wing** until you lock it again.

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swdservices.bits-pilani.ac.in says
Anybody with your wing code will be able to join your wing. Are you sure?

Cancel OK

Wing Representative
ALVIN ADARSH KUMAR

Unlock Wing Hostel Preferences

Share Wing Code

da143745-9bee-4459-9eab-a6e3712d44ad

Wing Members

- POPURI SAI DHRUV
- KARAN MANOJ AGRAWAL
- SURAJ VIJAY PHALOD
- BHAVISHYA GARG
- AGNIVA BANERJEE
- DEVAYUSH SHUKLA

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swdservices.bits-pilani.ac.in says
Wing Group Unlocked.

OK

wing member

To Select Hostel Preferences (Only for wing representatives)

Click on the hostel card you would like to choose, a tick mark will appear, confirming your choice. Once you have selected all your preferences click on update preferences.

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Sign Out

Hostel Preferences

- Vyas Bhawan (VY)
- Shankar Bhawan (SK)
- Budh Bhawan (BD)
- Ram Bhawan (RM)

Update Preferences Back

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[Sign Out](#)

Hostel Preferences



Vyas Bhawan (VY)



Shankar Bhawan (SK)



Budh Bhawan (BD)



Ram Bhawan (RM)

Update PreferencesBack

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An alert will appear confirming your preferences.

swdservices.bits-pilani.ac.in says

Wing preference for your WingGroup has been updated successfully.

OK



To Allot Rooms (Only for wing representatives)

Drag and Drop the wing member into rooms as shown below

Occupancy: 2

Room 11	Room 12	Room 13
Akshat Kumar 2020BX1976P	test2 2020BX0931P	test4 2020BX0931P
Alvin Adarsh Kumar 2020BX0931P	test1 2020BX0931P	test3 2019BX0024P

[Results](#) [Confirm Room Allotment](#)

Note: Only allot members in each room according to occupancy mentioned for your batch, else rooms will not be allotted.