

**भारतीय प्रौद्योगिकी संस्थान इंदौर**  
**Indian Institute of Technology Indore**

**Different categories for Guest House Booking**

Sr. No.	Categories	Approving Authority
<b>Category - A</b>		
1	Institute guests such as the Institute Statutory Committee (BOG, B&W, FINANCE) & External members of the senate	Registrar / Director
2	External Examiners	Dy. Registrar (Academic) / Head of Department
3	External Committee Members	Registrar / Head of Department
4	Institute Invited Speakers	Registrar / Head of Department
5	All IIT Directors	Registrar / Director
6	Director's Office	Registrar / Director
7	Official visitors invited for IIT Indore administrative work	Registrar / Deans
8	Ex-Chairman of BoG, IIT Indore	Registrar / Director
9	Ex Directors of IIT Indore and accompanying family members	Registrar / Director
<b>Category - B</b>		
1	Official Visitors invited on IIT Indore for Departmental work/ Project/ Research/ Collaboration work	Head of Department / Dy. Registrar/ Registrar / P.I./ Dean R&D
2	Vice Chancellors / Functionaries of other Educational Institutes	Registrar/ Director / Head of Department / Deans/ P.I.
3	Eminent Professors / Scientist of Govt. Organization coming for official purposes	Dean R&D / Dean FA / Head of Department / P.I.
4	IIT Indore faculty/Officers/Staff & family members (only in case of emergency)	ADoA / DoA
5	Ex-faculty of IIT Indore and accompanying family members	Head of Department / Dean FA
6	Visiting faculty and accompanying family members	Head of Department / Dean FA
7	Staff of CFTI's and Govt. Organization coming for official purpose	ADoA / DoA
<b>Category - C</b>		
1	Invited guest/ Participants to IIT Indore for events/ Seminar/ Conference/ Symposium/ Workshop etc.	Head of Department
2	Guest of faculty / Officer / Staff of IIT Indore (In case of emergency)	ADoA / DoA
5	Parents of students (If officially invited)	Dean SA/ Chief Warden / Faculty advisor
4	Accompanying spouse or other family members of Departmental visitors / Participants to IITI Seminar / Conference	Head of Department
5	IIT Indore Alumni invited by Dean (ACR) and accompanying family members (e.g. Reunions)	Dy.Registrar ACR / Dean ACR
6	Non- official visitors from Govt. offices	ADoA / DoA
7	Service Engineers / Technical support officers invited by the Lab. / Department	P.I. / Faculty Lab-incharge / Head of Department
8	Any other than above mentioned	ADoA / DoA



**Deputy Registrar  
(Administration)**