

भारतीय प्रौद्योगिकी संस्थान इंदौर
Indian Institute of Technology Indore

Revised Guest House Accommodation Policy & Booking Guidelines

A. Booking and allotment of Guest House:

1. For booking of guest house rooms, the requisition should be sent through e-mail (guesthouse@iiti.ac.in) or through ERP booking module as and when introduced. Booking shall be accepted through the host Department/ Section/ Office. No telephonic booking shall be considered.
2. None of the bookings can be made more than 30 days in advance. Only bookings that are made within a month of the guest's arrival will be considered.
3. The booking shall be confirmed on a first come first served basis. Priority would be given to guests who are invited to the institute's events and for official work.
4. Confirmation / non-acceptance of the booking shall be informed through email by the Guest House In-charge.
5. Any booking request for a continuous period of a month or more than a month should be routed through DoA/DoFA/Registrar/Faculty-in-charge, PI or Officer-In-charge concerned.
6. If the source of funding for any official booking is Department / Institute Fund, then it should come with the approval of the Head of Department. The purpose of inviting the guest should be clearly mentioned for the booking.
7. A maximum of 8 executive rooms can be booked in case of the event like - National / International conferences/Symposium/Workshop/Seminar etc. This is subject to availability of the rooms.
8. The booking shall be purely provisional and subject to availability and can be cancelled at any time due to unforeseen circumstances or emergency requirements of the institute.
9. Not more than two adults will be allowed in each room. However, in exceptional circumstances an additional cot may be provided on payment basis for accommodating the third member/ guest.
10. Booking of suite room will only be made with the endorsement from the Director Office
11. Guest House facility shall not be allowed to candidates' visit for the interview, students, their parents / guardian and external or non-official visitors.

12. In case a room is booked for personal / non-official guest (In exceptional cases), it will be treated in category C, and will be charged accordingly. This booking cannot be made more than 7 days in advance and should not be for more than 3 days.
13. Newly recruited faculty and Group- A officers may be provided with accommodation for a period of 21 days in a studio apartment at JC Bose HoR. A token amount of Rs 2500/- will either be paid by the occupant or be deducted from his/her HRA towards accommodation charges for these 21 days duration. In case the extension of duration is requested, accommodation may be provided on payment basis subject to availability. During this extended period, the accommodation charges as per the rates mentioned below shall be payable by the occupant:

Duration of Stay	Charges (INR)	Remarks
Up to 21 days	Rs 2500	Dining charges extra
Beyond 21 days - Up to a maximum of 10 days	Rs 2000 Per day	-do-
Beyond 21 days- For more than 10 days	Amount equal to HRA of the employee	-do-

14. Pet animals are prohibited in the guest house units
15. No arms and weapons are permitted in the Guest House.
16. Smoking and consumption of Narcotics / Alcoholic drinks is strictly prohibited in the guest house room/premises.
17. If the guests during their stay damage the contents (Linen, Mattress, Sofa, Tabletop glass etc.) then guest house management after examining the nature of the damage may impose penalty to the guest to replace the item/ equipment. If a guest declines to pay, the person making the booking will be responsible for settling the bill.

B. Cancellation:

1. Cancellation of all group bookings should be made at least two (2) weeks before the arrival date. If cancellation is not done as above in writing, there would be cancellation charges for one day's room charge for entire booking. The cancellation charges would be in the name of the applicant, who would be responsible for its payment.
2. If cancellation of confirmed single room booking is not done two (2) days in advance in writing, one day charges as per category would be billed to the applicant by the Guest House.
3. No telephonic cancellation will be considered.



**Deputy Registrar
(Administration)**