



INDIAN INSTITUTE OF TECHNOLOGY ROPAR  
-140001/ Nangal Road, Rupnagar, Punjab-140001

**REQUEST FOR RESRVATION OF GUEST HOUSE**

1. Name of the Guest : \_\_\_\_\_
2. Full Address : \_\_\_\_\_  
\_\_\_\_\_
3. Number of family members (if any) : \_\_\_\_\_
4. Number of single/double rooms required : \_\_\_\_\_
5. Purpose of Visit : \_\_\_\_\_

6.	Category	A		B		C		D	
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Category A	Category B	Category C	Category D
Free Accommodation	Rs.200 per day per person	Rs.300 per day per person	Rs. 600 per day per person

The details of various categories is given at the backside of this form

7. Expected arrival time \_\_\_\_\_ a.m./p.m. Date \_\_\_\_\_
8. Expected departure time \_\_\_\_\_ a.m./p.m. Date \_\_\_\_\_
9. Boarding/Lodging charges will be paid by the Guest \_\_\_\_\_
10. Guest not to be charged \_\_\_\_\_ Project No./ Budget Head/Other \_\_\_\_\_
11. The visitor will be treated as Institute Guest For Competent Authority sanction, please refer to sanction No. \_\_\_\_\_ Dated \_\_\_\_\_ (copy enclosed) \_\_\_\_\_
12. Remarks:

**Undertaking**

(To be given by the faculty/ student(s) requiring accommodation for their guests/parents)

(a) I hereby undertake to vacate the room in the Faculty Guest House/Main Guest House, if allotted, on the expiry of the sanctioned period. In case I fail to do so, I will be liable to be charged panel rent equivalent to 4 times of the normal rent on daily/ monthly basis.

(b) I have read the terms & conditions ( on the reverse side of this form) and these are acceptable

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Department \_\_\_\_\_

Telephone \_\_\_\_\_

Employee Code/ Entry No. \_\_\_\_\_

Sig. of Head of Deptt./Centre

Warden/Dean of Students/Recommending Authority

Prof: In charge (Guest Houses)

Note: Employee Code/Entry Number is compulsory to mentions in the forms for computer entry.

## Terms and Conditions

- (i) Request for Reservation of Accommodation under different categories is given in the table shown below.
- (ii) One day minimum charge shall be levied for all bookings unless these are cancelled at least 24 hrs. before the commencement of the bookings. Similarly, in case a guest fails to occupy the booked accommodation, the same will be cancelled after one day of the booking date.
- (iii) Student requiring accommodation for their parents are required to get their requisition forwarded through their respective Wardens and Dean of Students.
- (iv) Not more than two persons will be allowed in the each double bed room.
- (v) Booking is not permitted for guests undergoing medical treatment/ advice who are suffering from communicable disease or are bed ridden or are post-delivery case.
- (vi) One day will be counted on 24 hrs. basis or a part thereof commencing the time of arrival.
- (vii) Pets/Dogs/Cats etc. are not allowed in the Guest House.
- (viii) MHRD/Govt. of India clearance is required for the guest/visitors holding foreign passport for staying in the Guest House.
- (ix) In case of emergency due to heavy booking, a single occupant of the room may be asked to share the accommodation with another guest. The accommodation in the Guest House shall be provided to the people in the order of precedence in which they are shown in table. d) The management of guest house may at its discretion, cancel a booking or offer alternate accommodation as fixed by the Registrar.
- (x) Detailed rules and regulations are given in the file available with care taker of guest house.
- (xi) Prior Permission for reservation is required from the following authority:

<b>Categories of Guest</b>			
<b>Category</b>	<b>Eligibility</b>	<b>Authority</b>	<b>Payment Mode</b>
Cat 'A'	Guest invited by the institute for academic, administrative work and for campus interview	Director/ Dy. Director/ Registrar/ All Deans/ All HOD	Institute
Cat 'B'	Guest/ Individual visiting institute in connection with scheme, project / consultancy / short term courses, seminar & conferences etc.	Dean	Project / respective coordinator / by the guest
Cat 'C'	Employee, Students, parents / Guardians and Alumni Guest from other academics institutes offered accommodation on reciprocal basis	Faculty / Officers	By the individual before checking out. If charges are not paid by the guest then person making the booking is required to clear the bill.
Cat 'D'	Guest not covered under above categories	For individual: Booking Officer for GH	By the individual before checking out. If charges are not paid by the guest then person making the booking is required to clear the bill.