



भारतीय प्रौद्योगिकी संस्थान रोपड़ / Indian Institute of Technology Ropar  
रूपनगर, पंजाब - १४०००१ Rupnagar, Punjab - 140001  
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### Guest House Reservation Form

1. Name of the Guest: \_\_\_\_\_ Gender (Male/Female) \_\_\_\_\_  
2. Address of Guest: \_\_\_\_\_  
3. Contact number \_\_\_\_\_ Number of guests: \_\_\_\_\_ 4. Number of Rooms required: \_\_\_\_\_  
5. Type of Occupancy: Single Occupancy/Double Occupancy: \_\_\_\_\_

Arrival Information		Departure Information	
Date:	Time:	Date:	Time:

6. Purpose of booking: \_\_\_\_\_

7. Room to be booked: Executive Suite Room ☐

Business Room ☐

8. Category under which room to be booked ☒

(Please refer to the table on page no.-2:

Executive Suite Room		Business Rooms	
Cat-A (Free)		Cat-A (Free)	
Cat-B Rs.3500/-		B-1 Rs. 2000/-	
		B-2 Rs. 1200/-	

*GST charges will be extra as applicable.*

*The detail of various categories along with rates is given back side on this form. Kindly attach prior approval from the competent authority for category 'A' & 'B' as given back side.*

### Undertaking

- (a) I hereby undertake to vacate the room in the 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 basis.  
(b) I have read the terms & conditions (on the back side of this form) and these are acceptable to me.  
(c) Boarding/Lodging charges will be paid by the Guest or not: \_\_\_\_\_  
(d) Guest not to be charged \_\_\_\_\_ Project no / Budget Head / Other. \_\_\_\_\_  
(e) The guest will be treated as Institute guest. Approval from competent authority is attached. \_\_\_\_\_  
(f) Remarks (if any): \_\_\_\_\_

*\*supporting document and approval from competent authority needs to be attached with booking form.*

### Details of the applicant/proposer for guest house booking:

Name of applicant/proposer	Designation	Department	Employee code/ Entry number	Mobile Number

Date: \_\_\_\_\_

( Signature of applicant/proposer)

(Signature of Approving Authority, as applicable)

For Office use only

Room no confirmed	Entered at Sr. no and page no	Date of entry	Date of booking with check In & check out time	Remarks

### Terms and Conditions

- i. Check-in and Check-out time will be 01:00 pm and 11:00 am respectively
- ii. One day minimum charge shall be levied for all bookings unless these are cancelled at least 24 hrs before the commencement of the booked date. Similarly, in case a guest fails to occupy the booked accommodation, the same will be cancelled after one day of the booking date.
- iii. **For advanced bulk bookings of rooms for conferences or workshops, any requests for cancellation of rooms must be made at least one week prior to the event. Failure to do so may result in full charges for any rooms that remain unused**
- iv. **Request for bulk booking of rooms may not be made more than 90 days prior to the event.**
- v. **Request for regular booking may please be submitted at least two days before the arrival of guest.**
- vi. Student requiring accommodation for their parents are required to get their requisition forwarded through their respective Wardens and Dean of Students.
- vii. Not more than two persons will be allowed in double occupancy bed room.
- viii. 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.
- ix. Pets/Dogs/Cats etc. are not allowed in the Guest House.
- x. MHRD/Govt. of India clearance is required for the guest/visitors holding foreign passport for staying in the Guest House.
- xi. 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.
- xii. Request for availing dining facility to be communicated well in advance at the reception.
- xiii. Accommodation will be provided on the basis of approval of competent authority and subject to the availability.

The competent authority reserves the right to cancel/amend/reschedule booking of

Category	Tariff	Eligibility	Approving Authority
<b>Executive SUITE Room</b>	<b>Category-A (Free)</b>	<ul style="list-style-type: none"> <li>Institute Invited Guests - members of statutory bodies.</li> <li>Chairman, BOG and Directors of IITs and other CFTIs, VCs of CFTIs.</li> <li>Expert for any selection committee, Expert for academic evaluation (thesis proposal, seminar, Thesis defense).</li> <li>Any other guests with permission of the Director.</li> </ul>	Director/ Concerned Dean
	<b>Category-B Rs.3500/-</b>	<ul style="list-style-type: none"> <li>Faculty/staff for self or their family or relatives.</li> <li>IIT Ropar Alumni.</li> <li>Parents of students or spouse of students.</li> <li>Official from Central and State Ministry/Administration.</li> </ul>	Chairman, Guest House Committee
<b>Business Room</b>	<b>Category-A (Free)</b>	<ul style="list-style-type: none"> <li>Institute Invited Guests - members of statutory bodies.</li> <li>Chairman, BOG and Directors of IITs and other CFTIs, VCs of CFTIs.</li> <li>Expert for any selection committee, Expert for academic evaluation (thesis proposal, seminar, Thesis defense).</li> <li>Any other guests with permission of the Director.</li> </ul>	Registrar/Concerned Dean, Associate Dean as the case may be. [only for the listed guests]  Director: For any other guests.
	<b>Category B-1 Rs.2000/-</b>	<ul style="list-style-type: none"> <li>Guests Invited by sponsored Projects, faculty collaboration, consultancy, short term courses, seminar and conferences etc.</li> </ul>	Concerned Deans, Associate Deans/ HoDs / Registrar as the case may be
	<b>Category B-2 Rs. 1200/-</b>	<ul style="list-style-type: none"> <li>Faculty/staff for self or their family or relatives.</li> <li>IIT Ropar Alumni.</li> <li>Parents of students or spouse of students.</li> <li>Official from Central and State Ministry/Administration.</li> </ul>	Chairman, Guest House Committee

\* GST Charges will be extra as applicable.

\*\*No GST on the internal bookings from the Institute Funds.

\*\*\* If the payment is to be made from the institute / project fund, no bill will be raised and only budget of the respective department/section will be deducted. But in case of Projects or other external funding events, budget will be deducted and deposited in the IRG. For that purpose bill may be raised on the request of the guests/organizers/PIs as the case may be.

\*\*\*\*supporting document and approval from competent authority needs to be attached with booking form.