



Indian Institute of Technology Bhubaneswar

# Rules & Regulations

## Institute Guest House

## **Booking and Cancellation procedure**

- For booking facilities in Guest House (GH) & its Catering Services "Requisition Forms" are available at the Reception of GH or can be downloaded from the website: [www.iitbbs.ac.in](http://www.iitbbs.ac.in).
- Duly filled in forms, forwarded by respective HOS may be submitted at the GH reception.
- In case of requisitions for Deluxe Rooms/ Institute Guests, duly filled in forms are to be approved by Director/ Deputy Director/ Dean/ HOS/ Registrar.
- The booking is purely provisional and subject to availability.
- No telephonic bookings will be entertained.
- The room is allotted on the condition, that if necessary, the allottee shall have no objection in sharing accommodation with another guest.
- Confirmation of allotment will be informed through e-mail or can be checked with reception within 24 hours of submission of the requisition.
- Cancellations can be made by submitting a duly filled in form at the reception of GH or through e-mail to Professor-in-Charge (PIC) Guest House as early as possible.
- No Telephonic cancellations will be entertained.

## **Tariff**

- Rs 800/- per room in case of single occupancy and Rs 1200/- per room in case of double occupancy per day.

## Catering Facilities

- For booking meals for Institute activity/ School Guests/ Short Course/ Conference etc. “**Requisition Forms**” are available at the Reception of GH or can be downloaded from the website: [www.iitbbs.ac.in](http://www.iitbbs.ac.in)
- Duly filled in Requisition forms may be submitted at the GH reception during office hours on all days.
- Requisition for special meals for official purposes should be submitted at least 2 days in advance.
- Requisitions for catering services for short courses, conferences etc. should be submitted at least 7 days in advance.
- Written intimation of any change in the number of guests should be submitted at least 24 hours in advance.
- The booking is purely provisional and subject to availability and can be cancelled at any time due to the circumstances that the authorities deem as fit.
- No telephonic bookings will be entertained.
- Non-acceptance of requisitions will be informed within 24 hours of the receipt of the requisition.
- Cancellations can be made by submitting a duly filled in form GH reception or through e-mail at [www.iitbbs.ac.in](http://www.iitbbs.ac.in) as early as possible.
- No Telephonic cancellations will be entertained.

## Meals Tariff

Item	Rate (Rs.)
Tea	5.00
Coffee	10.00
Breakfast	50.00
Lunch	100.00
Dinner	100.00

### Booking/ Cancellation procedure for the Guest House for Conference/ Symposium/ Workshop etc.

- For booking facilities in GH & its Catering Services "Requisition Forms" are available at the reception of GH or can be downloaded from the website: [www.iitbbs.ac.in](http://www.iitbbs.ac.in).
- Duly filled in forms, forwarded by respective HOSs may be submitted at the GH reception.
- In case of requisitions for Deluxe rooms/ Institute guests, duly filled in forms are to be approved by Director.
- The booking is purely provisional and will be done on First-Cum-First Served basis.
- No telephonic bookings will be entertained.
- Confirmation will be informed through e-mail or can be checked at the reception of GH within 24 hours of the receipt of the requisition.
- Cancellations can be made by submitting a duly filled in form at GH reception or through e-mail at [www.iitbbs.ac.in](http://www.iitbbs.ac.in) as early as possible.
- No Telephonic cancellations will be entertained.

## **Responsibilities of Requestor / forwarding Official**

All the facilities in GH are necessarily for official purposes only. The indenters are advised to not to book rooms for personal purposes of the visitors/unknown visitors in view of the resource crunch as well as security hazards. By filling up the requisition form for allotment of GH facilities, the indenter/forwarding official/visitor shall be treated to have accepted to abide by all the rules and take personal responsibility for the genuineness of the visitor, behavioral issues with the visitors and any damages caused by the visitor during the stay.

## **Guest Specific Information**

1. Meals can be booked at the Dining Hall: (Lunch by 9:00 hrs, Dinner by 14:00 hrs.)
2. No claims for Loss/ damage or lapse of services will be entertained at any stage by the Institute
3. Guests are advised to get the rooms cleaned in their presence only. If the guest has no objection for getting the room cleaned in his/ her absence, he/ she should deposit the keys at the reception.
4. Male guests are not allowed to visit the rooms occupied by female guests without prior permission from the concerned guest and vice-versa.
5. Consumption of Narcotics/Alcoholic drinks etc. is strictly prohibited in GH premises.

## **Emergency Health Care**

- Contact Pharmacist: Cell number: 9337413152



[Phone: +91-674-2114055, email: pic.guesthouse@iitbbs.ac.in]

## Indian Institute of Technology Bhubaneswar

Guest House and Allied Facilities  
Requisition Form for Booking/Cancellation

### 1. Booking Details

Name		Organization	
Address		Nationality	
Phone/Email		Purpose of Visit	
No. of Persons		Age & Relationship (In case of students)	
No. of Rooms			
Type of Rooms/Accommodation			
<input type="checkbox"/> Single/Double		<input type="checkbox"/> Dining Room	<input type="checkbox"/> Meeting Room
Arrival		Departure	
Date:	Time:	Date:	Time:
Category 'A'	Category 'B'	Category 'C'	Category 'D'

### 2. Bill(s) to be settled by:

<input type="checkbox"/> Guest	<input type="checkbox"/> Requester	<input type="checkbox"/> School
<input type="checkbox"/> Sponsored Project No.		<input type="checkbox"/> Institute

### 3. Requester's Profile

Name		Designation	
Emp. Code		Department/School	
Phone		Signature	
E-mail			

### 4. Approval

Certified that the bill be charged directly to my Project No.	Certified that the bill be paid by AR (F&A) from the salary account	Certified that the bill be paid by AR(F&A) from the Institute budget/Section budget/School budget
Principal Investigator	PIC/Faculty/Officers	Director/Dy. Director/Deans/HOS/Registrar

**For Office Use Only**

<b>Status of booking</b>	<input type="checkbox"/> Confirmed	<input type="checkbox"/> Not Confirmed
<b>Front Office Assistant</b>	<b>Caretaker</b>	<b>In-Charge</b>

- ❖ A copy of 1-card of guest be submitted along with the requisition form
- ❖ Check in and check out on 24 hrs basis
- ❖ Turn overleaf for details of different Categories and charges

## Categories of Guest

Category	Eligibility	Authority	Payment Mode
Cat 'A'	Guest invited by the institute for academic, administrative work and for campus interview	Director/ Deputy Director / Registrar / Dean / HOD	Institute
Cat 'B'	Guest / Individual visiting Institute in connection with scheme, project / Consultancy/ short term courses, seminars & conference etc.	Dean R & D / PIC	By R & D through project / respective Coordinator.
Cat 'C'	Employee, Student's parents/ Guardians and Alumni Guest from other Academics Institutes offered accommodation on reciprocal basis	Faculty / Officer	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 - PIC GH and for block booking through Institute administration	By the individual - if charges are not paid by the guest then the person recommending is required to clear the bill

**NOTE:**

1. Priority for accommodation will be accorded to guest covered under Cat A and Cat B.
2. Normally a booking in the GH can be made for a period of 3 days this can be extended up to a maximum period of 7 Days and beyond that with the approval of the competent.

Type of Accommodation	Cat. A/B/C (INR)	Cat. D (INR)
Single Deluxe	800	1600
Double Deluxe	1200	2400
Dining Room	5000	10000
Meeting Room	1000	2000