



# INDIAN INSTITUTE OF TECHNOLOGY KANPUR

## VISITORS' HOSTEL & ALLIED FACILITIES

### INTEGRATED REQUISITION FORM FOR BOOKING ACCOMMODATION

1. ACCOMMODATION [Tick  THE APPROPRIATE COLUMN] REQUIRED AT:

<input type="checkbox"/> VISITORS' HOSTEL	<input type="checkbox"/> TRANSIT ACCOMMODATION ,NEW DELHI
<input type="checkbox"/> V.H EXTENSION [TYPE-V]	<input type="checkbox"/> VISITING FACULTY APARTMENT

2. VISITORS' PROFILE

A) NAME			
B) ORGANISATION			
C) ADDRESS*			
D) NATIONALITY	<input type="checkbox"/> INDIAN	<input type="checkbox"/> FOREIGNER (SPECIFIC THE NATION)	
E) NO. OF PERSON			
F) PURPOSE OF VISIT*			
G) PHONE NO. & E-MAIL			
H) VISITORS' CATEGORY	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C

\* MANDATORY FIELDS

3. DETAILS OF ARRIVAL / DEPARTURE

ARRIVAL DATE	ARRIVAL TIME	DEPARTURE DATE	DEPARTURE TIME

4. TYPE OF ROOMS

<input type="checkbox"/> STANDARD AC	<input type="checkbox"/> STANDARD NON AC
<input type="checkbox"/> DELUXE AC	<input type="checkbox"/> DELUXE NON AC

5. MEALS (IF REQUIRED) APPLICATION ONLY FOR THE DATE AND TIME OF ARRIVAL

<input type="checkbox"/> BREAKFAST	<input type="checkbox"/> LUNCH	<input type="checkbox"/> DINNER
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6. BILL(S) TO BE SETTLED BY

<input type="checkbox"/> VISITOR(S)	<input type="checkbox"/> INDENTER	<input type="checkbox"/> DEPT./ PROJ. NO. _____	<input type="checkbox"/> INSTITUTE
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7. INDENTER'S PROFILE

NAME	DESIGNATION
P.F. No.	DEPARTMENT
E-MAIL	SIGNATURE*
CONTACT No.	FORWARDING BY HOD

8. APPROVALS

\* SEE GUIDELINES OVERLEAF

(IN CASE THE BILL IS TO BE PAID BY DEPT.) RECOMMENDED	(FOR STUDENTS ONLY) RECOMMENDED	(IN CASE OF INSTITUTE GUEST(S) / DELUXE AC ROOM) APPROVED
HEAD OF DEPARTMENT	DOSA	DY. DIRECTOR / DIRECTOR

**FOR OFFICE USE ONLY      REGN. NO:**

STATUS OF BOOKING	<input type="checkbox"/> CONFIRMED	<input type="checkbox"/> NOT CONFIRMED	<input type="checkbox"/> RAC
FRONT OFFICE ASST.	ASST. CARETAKER	MANAGER	ADMINISTRATOR IN-CHARGE

## NORMS, GUIDELINES AND OTHER INFORMATION



- ❖ **BOOKING PROCEDURES:**
  - A) FOR BOOKING OF NORMAL FACILITIES, FORMS WILL HAVE TO BE DIRECTLY SUBMITTED AT THE RECEPTION OF VISITORS' HOSTEL DULY FORWARDED BY THE RESPECTIVE HoD.
  - B) IN CASE OF INSTITUTE GUEST OR DELUXE ROOMS, FORMS WILL HAVE TO BE ROUTED THROUGH DY. DIRECTOR.
- ❖ **TARIFF: SEE CIRCULAR PLACED ON THE WEBSITE ([HTTP://WWW.IITK.AC.IN/VH/CHARGES.PDF](http://www.iitk.ac.in/vh/charges.pdf))**
- ❖ **VISITOR CATEGORIES FOR TARIFF PURPOSE:**
  - A)
    - A) INSTITUTE GUESTS AS DIRECTORS, MEMBERS OF EXTERNAL COMMITTEE, EXAMINER, INVITED SPEAKERS, DEPARTMENTS GUESTS/INVITEES ETC. (CHARGES PAID FROM INSTITUTE MAIN ACCOUNT OR DEPARTMENTAL MAIN ACCOUNT)
    - B) IMPORTANT GUEST OF CHAIRMAN, BOG/DIRECTOR.
    - C) IITK FACULTY/STAFF
    - D) OTHERS (APPROVED BY THE DIRECTOR/DEPUTY DIRECTOR)
  - B)
    - A) FACULTY AND STAFF OF OTHER IITs/ENGINEERING COLLEGES/UNIVERSITY
    - B) VISITORS CONNECTED WITH IITK WORK (CONFERENCE/SEMINARS SHORT COURSES / WORKSHOPS / SPONSORED/ CONSULTANCY/PROJECT, JEE/GATE ETC).
    - C) RETIRED IITK EMPLOYEES/IITK ALUMNI
    - D) RELATIVE/GUEST OF IITK FACULTY/STAFF
    - E) PARENTS/GUARDIANS/SPOUSE OF STUDENTS
    - F) OTHERS (APPROVED BY THE DIRECTOR/DEPUTY DIRECTOR)
  - C)
    - B) GUEST OF NEIGHBORING EDUCATIONAL INSTITUTIONS
    - C) VISITORS OF OTHER GOVERNMENT /PUBLIC SECTOR ORGANIZATION
    - D) OTHERS (APPROVED BY THE DIRECTOR/DEPUTY DIRECTOR)
- ❖ **FIRST PRIORITY OF BOOKING IS GIVEN TO INSTITUTE EMPLOYEES/STUDENTS, FOLLOWED BY CAMPUS RESIDENCE AND OTHER ENTITLED INDIVIDUAL/GROUPS**
- ❖ **THIS BOOKING IS PURELY PROVISIONAL AND CAN BE CANCELLED AT ANY TIME IF THE AUTHORITIES DEEM AS FIT.**
- ❖ **CHECK-IN CHECK-OUT TIME : 24 HRS**
- ❖ **NO TELEPHONIC BOOKINGS / CANCELLATION WILL BE ENTERTAINED.**
- ❖ **STAY IS ALLOWED AT THE ENTIRE RESPONSIBILITY OF THE GUEST(S). NO CLAIMS FOR LOSS / DAMAGE OR LAPSE OF SERVICE WILL BE ENTERTAINED AT ANY STAGE.**
- ❖ **THE ROOM SHALL BE ALLOTTED ON THE CONDITION, THAT, IF NECESSARY, THE ALLOTTEE SHALL HAVE NO OBJECTION FOR SHARING ACCOMMODATION WITH ANOTHER GUEST.**
- ❖ **PLEASE INFORM THE RECEPTION ABOUT YOUR DEPARTURE DATE & TIME OR ANY OTHER CHANGE OF SCHEDULE WELL IN ADVANCE.**
- ❖ **THE GUEST SHOULD VERIFY AND CERTIFY THE FINAL BILL BEFORE DEPARTURE**
- ❖ **ADVANCE BOOKING OF LUNCH AND DINNER MAY BE MADE AS FOLLOWS AT THE RECEPTION : (LUNCH BY 9:00 HRS, DINNER BY 14:00 HRS)**
- ❖ **THE ALLOTTEE SHOULD VACATE THE ROOM ON THE EXPIRY OF THE PERIOD FOR WHICH ACCOMMODATION WAS ALLOTTED, UNLESS AN EXTENSION FOR FURTHER STAY HAS BEEN OBTAINED BEFOREHAND.**
- ❖ **THE TYPES OF ROOMS CAN BE CHANGED BASED ON THE ACTUAL AVAILABILITY, IF SO REQUIRED, E.G. STANDARD AC TO STANDARD NON AC.**
- ❖ **ALL CHARGES ARE TO BE PAID IN CASH/LOCAL CHEQUE/CREDIT CARD AT THE FRONT OFFICE, VH, IIT-K.**
- ❖ **THE CANCELLATION, IF ANY, SHOULD BE NOTIFIED AT LEAST 24 HRS IN ADVANCE, FAILING WHICH 25% OF THE TARIFF/USER CHARGES OR THE ACTUAL TARIFF / USER CHARGES SHALL BE DEDUCTED / LEVIED.**
- ❖ **FOOD / MEALS WILL BE SERVED ONLY IN THE DINNING HALL. NO ROOM SERVICES WILL BE PROVIDED.**
- ❖ **MALE VISITORS/GUESTS, OTHER THAN FAMILY MEMBERS ARE NOT ALLOWED IN THE ROOMS OCCUPIED BY FEMALE GUESTS AND VICE-VERSA**
- ❖ **CONSUMPTION OF NARCOTICS/ALCOHOLIC DRINKS ETC IS STRICTLY PROHIBITED.**
- ❖ **TO AVOID ANY INCONVENIENCE, IT IS ADVISED TO INFORM THE HOUSE-KEEPER/SECURITY GUARD IN ADVANCE FOR LATE ENTRY INTO THE VISITORS' HOSTEL AT NIGHT.**
- ❖ **IT IS SUGGESTED THAT THE ROOM MAY BE GOT SWEEPED IN THE PRESENCE OF THE GUEST ONLY.**
- ❖ **ELECTRICITY AND WATER ARE PRECIOUS, PLEASE CONSERVE IT. PLEASE CLOSE THE WINDOWS AND SWITCH OFF THE ELECTRICAL POINTS WHENEVER YOU LEAVE THE ROOM. ALSO SWITCH OFF THE AC AND GEYSER WHILE NOT IN USE.**
- ❖ **PLEASE HELP US TO HELP YOU BETTER & KEEP THE PREMISES CLEAN.**
- ❖ **ADDRESSES OF OTHER LOCATION(S): VISITORS HOSTEL SERVICE APARTMENT, H.No. J-1940, CHITTARANJAN PARK COLONY, NEW DELHI. CONTACT PERSON, MR BAIJNATH Ph.No.011-41329634 Fax No: 011-4160-1684**