



भारतीय प्रौद्योगिकी संस्थान(भारतीय खनि विद्यापीठ), धनबाद
Indian Institute of Technology (Indian School of Mines), Dhanbad

Senior Academic Hostel

Requisition Form for booking of Accommodation

1. Visitor's & Booking Details

Name		Organization	
Address		Nationality	Indian / Foreigner
Mob. No.	E-mail	Purpose of Visit (Official/Personal)	
No. of Persons (Max. 2 persons per room)	<input type="checkbox"/> Lodging <input type="checkbox"/> Food	Age & Relationship (In case of students) Gender	Age Relationship Gender <input type="checkbox"/> M <input type="checkbox"/> F
No. of Rooms		Visitor Category	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E
Type of Rooms	Suite <input type="checkbox"/>	Standard Room	<input type="checkbox"/>
Arrival		Departure	
Date:	Time	Date:	Time

2. Bill (s) to be settled by

Lodging : <input type="checkbox"/> Visitor <input type="checkbox"/> Indenter <input type="checkbox"/> Department <input type="checkbox"/> Institute <input type="checkbox"/> Project Coordinator
Food : <input type="checkbox"/> Visitor <input type="checkbox"/> Indenter <input type="checkbox"/> Department <input type="checkbox"/> Institute <input type="checkbox"/> Project Coordinator

Project No.

3. Indenter's Details

Name		Designation	
Emp Code		Department	
Phone/Mobile No.		E-Mail	
Signature		Forwarding HOD/Project Coordinator / DSW (In case of Students)	

4. For office use only

Status of booking	Suite /Room no.	Available /Not available
Care Taker	Officer- In -charge, SAH	

5. Approval

Approved: As Institute Guest <input type="checkbox"/>		Allotted
For Suite Room <input type="checkbox"/>		
Dy Director		Dean(Administration)/Assoc. Dean(Administration)

Senior Academic Hostel

I. Booking Procedure

1. Requisitions for Suite rooms are to be approved by the Director/Dy. Director and other rooms are to be approved by Dean (Administration)/Assoc. Dean (Administration). However, requisitions should be submitted at SAH Office only.
2. The bookings are purely provisional and subject to availability.
3. Priority is given to Institute guests, visitors coming for academic activities.
4. Personal bookings will be made on the basis of availability & are liable to be cancelled during exigency.
5. Students may be allotted accommodation in SAH for their parents/ spouse if available. Students should get their requisition forms forwarded by DSW.
6. No telephonic bookings/ cancellations will be entertained.
7. Bookings will be accepted in advance at least 24 hrs prior to the arrival of Guest.
8. Guests coming for personal visits will be allowed to stay up to maximum of 3 days only. Approval for the extended stay has to be obtained beforehand

II. Visitor's Category for the Purpose of Tariff Collection:

Cat.	SENIOR ACADEMIC HOSTEL	Revised Tariff *
A	a) Institute Guests: BOG Members, Senate Members (Outsider), Members of Selection committee, All examiners (Ph.D/M.Tech Dissertation) Convocation guests, Adjunct Prof, Guest for Institute events e.g. Foundation Day, Orientation Programme (To be approved by the Dy. Director/ Director), Candidate(s) coming for seminar/ interview for Faculty selection, Company Person visited for Institute work/Orientation Programme (To be approved by the Director / Dy Director) b) Others (Approved by the Director)	(a) Free boarding and lodging
B	a) Retired IIT(ISM) Faculty/Officers for their official works b) Relatives/Guest of Serving Faculty/ Chair Prof /Officers	Concession Rate- Standard Room -Rs 600/- Suite - Rs.950/-
C	a) Parents/ Guardian/ Spouse of IIT(ISM) Students/JRF/Research scholar/Alumni	Official rate- Standard Room -Rs 1000/- plus admissible GST Suite -Rs.1500/- plus admissible GST
D	a) External guests visiting to Institute for official purpose. b) Non Govt. (Approved by the Director/ Dy. Director) c) Faculty/officers of other IITs/Engineering Colleges/Universities d) Guest from others Educational Institutes/PSU/Govt. Organizations e) External research scholar(part time Ph.D.) and External PG students f) Others (Approved by the Director/ Dy. Director)	Full rate- Standard Room -Rs 1200/- plus admissible GST Suite-Rs.2000/- plus admissible GST
E	a) Foreign Guest/ Participants (per day) b) Chair Professor/Vising Professor (To be approved by Director) c) Employees entitled for regular allotment of quarters may be allowed to stay on temporary basis in SAH/EDC, subject to payment of license fee of the quarters of his/her allotted to a proportionate basis.	For Suite –Rs.3000/- per day plus admissible GST Standard Room- Rs. 4000/- per Month Suite- Rs. 5000/- Per Month As applicable license fee
*Note- This rate is applicable for a room irrespective of occupation (Single or Double). However, maximum 2 persons excluding for child (below 12 years of age) are permissible in each room/suite.		

III. Check-in, Check-out: 24 Hrs check-in check-out facility.

1. Approval for the extended stay has to be obtained beforehand.
2. In order to keep bills ready & minimize inconvenience at the time of check-out, the front office may be keep informed about the exact departure time well in advance.
3. The Guest is requested to verify/certify the final bill & pay all the dues wherever applicable before departure. Charges are to be paid preferably POS/Online, however also may be paid by cash (occasionally) at the EDC of IIT (ISM), Dhanbad

S.No.	Offices with contact Nos.			
1.	Officer-in-Charge (OIC), SAH/EDC - 5991		Email: sah@iitism.ac.in	
	Executive Development Centre		Senior Academic Hostel	
2.	Reception EDC (OLD)	5291	Reception, SAH	5691
3.	Reception EDC (NEW)	6001	Dining Services, SAH	5868
4.	EDC OFFICE	6635		

4. In case of inconvenience/suggestions/feedback, Visitors may contact Officer-In-Charge SAH&EDC at 0326-2235991

IV. Responsibilities of Indenter/ forwarding official: All the facilities in SAH are preferably for official purposes only. The indenters are advised to book rooms for known visitors under personal category. By filling up the requisition form for allotment of SAH facilities, the indenter/ forwarding official/ visitor shall be abide by all the terms & conditions and take personal responsibility for the genuineness of the visitor.

V. Guest Specific Information:

1. Meals can be booked at the dining hall: (Lunch by 9:00 hrs, Dinner by 14:00 hrs.)
2. The Guests are advised to keep their valuables in secured manner. No claims for loss/ damage/theft will be entertained at any stage by the Institute.
3. Guests are advised to deposit the keys at the reception when they go out of SAH.
4. Consumption of Narcotics/Alcoholic drinks etc. is strictly prohibited in SAH Premises.