



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		Organisation	
Address		Nationality	
Mob No.	E-mail	Purpose of Visit (Official/Personal)	
No. of Persons	<input type="checkbox"/> Lodging <input type="checkbox"/> Food	Age & Relationship (In case of students)	Age <input type="checkbox"/> Relationship <input type="checkbox"/>
No. of Rooms		Visitor Category	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
Type of Rooms	Suite	Double Bedded(Single occupancy)	Double bedded (Double occupancy)
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		HOD/Project Coordinator Forwarding	

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		Asso Dean (CM)

Senior Academic Hostel

I. Booking Procedure

1. Requisitions for Suite rooms are to be approved by the Director and other rooms are to be approved by Assoc Dean (Infra). 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 their HOD/DSW.
6. No telephonic bookings/ cancellations will be entertained.
7. Guests coming for personal purposes will be allowed to stay up to 3 days only.

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

Cat.	SENIOR ACADEMIC HOSTEL	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)	(a) Free boarding & lodging
	b) Guests associated with departmental programmes, Members of External Committees/ Invited Speakers/Departmental Guests.	(b) Departmental payment on concessional rate*.
	c) Guests of Chairman, BOG/ Director	(c) Concessional rate*.
B	a) Visitors of JEE & GATE/Conferences/Short Courses/Seminars/ Workshops /Projects etc.	Concessional rate*.
	b) Serving/Retired IIT(ISM) Faculty/ Chair Prof /Officers,	
	c) Relatives/ Guests of IIT (ISM) Faculty & Officers	
	d) Employees of other IITs/Engineering Colleges/Universities	
	e) Others(Approved by the Director/ Dy. Director)	
C	a) Parents/ Guardian/ Spouse of IIT(ISM) Students/JRF/Research scholar	Room -Rs 800/- Suite Room – Rs.1200/- plus admissible GST.
	b) Guests of Neighbouring Educational Institutes	
	c) Visitors of Government/ Public Sector Organisation	
	d) Others(Approved by the Director/ Dy. Director)	

*Concessional rate:

Room -Rs 400/-(Single occupancy) , Room -Rs.600/- (Double Occupancy) , Suite Room –Rs.800/-

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 kept 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.
4. Charges are to be paid in cash/POS/Online at the SAH of IIT(ISM), Dhanbad

In case of inconvenience, visitors may contact:

Offices with Contact Nos.	
Reception/ SAH - 5691	Officer –in –Charge , SAH - 5679
Dining Services, SAH - 5868	ASSO DEAN (CM)

IV. Responsibilities of Indenter/ forwarding Official: All the facilities in SAH are necessarily for official purposes only. The indenters are advised to not to book rooms for personal purposes of the visitors / unknown visitors. By filling up the requisition form for allotment of SAH facilities, the indenter/ forwarding official/ visitor shall be treated to have accepted to abide by all the terms & conditions and take personal responsibility for the genuineness of the visitor, behavioural issues with the visitors and any damages caused by the visitor during the stay.

V. 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 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. The guests are advised to keep their valuables in secured manner . The Institute doesn't take any responsibility for the loss of valuables, if any.
5. Consumption of Narcotics/Alcoholic drinks etc. is strictly prohibited in SAH premises.