

PDPM

**Indian Institute Of Information Technology
Design & Manufacturing, Jabalpur**
Visitors' Hostel Facilities

Integrated Requisition Form for **Booking/ Cancellation** of Accommodation

1. Visitor & Booking Details:

Name		Organization	
Address		Nationality	
		Purpose of Visit	
Phone/Email		No. of Rooms	
No. of Persons		Visitor Category *	A.... B.... C....D....
Arrival		Departure	
Date :	Time :	Date :	Time :

* Kindly see the item 'III' in the 'Users Norms & Guidelines'

2. Bill(s) to be settled by:

1.Visitor.....2.Indenter.....3.Institute/No charges.....4.Project No

3. Indenter's Profile:

Name		Designation	
PF No.		Department	
Phone		Signature	
E-mail			

4. Received on.....

Following Rooms are available	
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Date:

Caretaker Signature:

Approved / Not Approved Faculty-In-Charge VH

For Office Use Only Regn. No:

	Confirmed	Not Confirmed	RAC
Status of Booking			
Caretaker	Administrator-In-Charge		

Visitors' Hostel Users Norms and Guidelines

(I) Booking Procedure and Confirmations:

1. For booking of normal facilities, duly filled in forms/e-forms, may directly be submitted to Incharge VH through email/in hard copy. Email id- vh@iiitdmj.ac.in
2. The bookings are purely provisional and subject to availability.
3. Priority will be given to Institute guests, visitors coming for academic activities.
4. Personal bookings (10% of total rooms) will be made on the basis of availability. Such bookings will be provisional and will be confirmed only 3 days before the actual arrival of the guest.
5. Students may be allotted accommodation in VH for their PARENTS/ SPOUSE, if the same is not available in Hostel guestrooms. Students should get their requisition forms forwarded by respective warden.
6. Telephonic bookings/ cancellations of any of the VH facilities will not be entertained, unless there is some emergency.
7. Confirmation / non-Acceptance of bookings will be informed through e-mail or can be checked with VH office within 24 hours of submission of the requisition form.
8. The room will be allotted on the condition that, if necessary, the allottee would not have any objection in sharing accommodation with other guest.
9. Guests of category C will be allowed to stay up to 5 (Five) days only.

(II) Guest Specific Information:

- 1) Check-in Check-out facility: 24 Hours.
- 2) Approval for the extended stay has to be obtained beforehand.
- 3) Meals can be booked at the VH Dining Hall: **(Lunch by 09:00 Hrs and Dinner by 14:00 Hrs).**
- 4) No claims for loss/ damage or lapse of services will be entertained at any stage by the Institute as most of the services are obtained through external parties.
- 5) 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 room keys at the front office.
- 6) Consumption of Narcotics/ Alcoholic drinks and Smoking is strictly prohibited in VH.
- 7) In order to keep bills ready & minimize inconvenience at check-out time, the caretaker of the VH should be kept informed about the exact departure well in advance.
- 8) The guest is requested to verify/ certify the final bill and pay all the dues wherever applicable before departure.
- 9) All charges are to be paid in Cash to the caretaker of the VH.

(III) Visitors' Category for the Purpose of Tariff Collection:

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|---|---|------------|
| <ol style="list-style-type: none">(i) Institute Guests/ Directors/ Examiners/ External Members of Institute Committees/Invited Speakers/ CAG Audit Team/MoE officials.
Important guests of Chairman, BOG/ Director/ Senate/ BWC/ Statutory bodies.(ii) Other Institute guests not covered above will be approved by the Director. | } | (A) |
| <ol style="list-style-type: none">(i) Institute employee & their dependents(ii) Project employee & their dependents(iii) Retired IIITDMJ Faculty/ Staff/ Alumni
Relatives/ Guests of IIITDMJ Faculty & Staff(iv) Other than Institute employees staying for Institute work(v) Any other Guest (Approved by the Director) | } | (B) |
| <ol style="list-style-type: none">(i) Employees of other IIITs/ IITs/ Centrally funded engineering colleges/ universities/PSUs.(ii) Parents/ Guardian/ Spouse of IIITDMJ students(iii) Visitors of government/ public sector organization.
Trainees coming to the Institute under programmes organized by the Institute.(iv) Others (Approved by the Director).(v) The guest of State/Central or other Governments and those are not Institute guest. | } | (C) |

- (i) Contractors, representatives of firms, vendors etc. coming for their work viz. meeting, presentations etc. and requesting to stay in the VH. } (D)

(IV) Tariff : Lodging & Boarding Charges : w.e.f 1,September 2023

(i) Lodging (Stay) Charges

Room Rent (All rooms except suite rooms)		Category A	Category B	Category C	Category D
	Single Occupancy	Free	Rs. 800/-	Rs. 1200/-	Rs. 1800/-
	Double Occupancy	Free	Rs.1000/-	Rs. 1500/-	Rs. 2000/-
Room Rent (Suite rooms)	Single/Double Occupancy	Free	Rs.2500/-	Rs.2500/-	Rs.2500/-

(ii) Food Charges

(a) For the Visitors stay in VH

Full Day Meal (Morning Tea, Breakfast, Lunch & Dinner)	Rs. 400/-
Breakfast (Per Head)	Rs.100/-
Lunch/Dinner (Per Head)	Rs.150/-
Tea	Rs. 15/-
Milk per glass	Rs. 30/-

(b) Visitors not Stay in VH

For Workshop/Seminar/Conference and other Institute event Lunch & Dinner (per person/plate)	Rs.150/-
Employee of the Institute and others not stayed in the VH (per person/plate)	Rs.150/-

(VI) Cancellation Charges:

Sl. No.	Condition	Cancellation Charges
1	Cancellation notice is more than 7 days in advance from the date of arrival.	Nil
2	Cancellations within 7 days before the date of arrival	25% of one day room rent applicable.
3	Cancellation of booking on the day of arrival or non turn-up of the guest.	50% of one day room rent applicable.

(VII) Responsibilities of Indenter/ Forwarding official:

All the facilities in VH are necessarily for official purposes only. The indenters are advised 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 the VH facilities, the indenter/ forwarding official/ visitor shall be treated to have accepted to abide by all the terms & conditions stated above 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.