



Indian Institute of Technology Kanpur

Visitors' Hostel & Allied Facilities

Integrated Requisition Form for Booking/Cancellation of Accommodation

1. Accommodation required (Tick the appropriate column)

<input type="checkbox"/> Visitors' Hostel (VH)	
<input type="checkbox"/> Visiting Faculty Apartment (VFA)/FA	<input type="checkbox"/> Visitors' Hostel -2 (International Hostel)
<input type="checkbox"/> Outreach Centre (OC), NOIDA EXTN.	Visitor Category For Noida Extn. 1- <input type="checkbox"/> 2- <input type="checkbox"/>

2. Visitors' & Booking Details (A Valid Proof of ID/Address is mandatory - to be submitted at time of Check In)

Name		Organization	
Address		Nationality	
Phone/Mob./E-mail		Purpose of Visit	
No. of Persons		Age & Relationship (In case of students)	
No. of Rooms		Visitor Category	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
Type of Rooms	Deluxe AC <input type="checkbox"/>	Standard AC <input type="checkbox"/>	
Arrival		Departure	
Date:	Time	Date:	Time:

Applicable for VHE only

3. 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 No.....
Food: <input type="checkbox"/> Visitor <input type="checkbox"/> Indenter <input type="checkbox"/> Department <input type="checkbox"/> Institute <input type="checkbox"/> Project No.....
No. of persons.....

† For OC NOIDA, all payments should be settled in cash/card/cheque before or during checkout.

4. Indenter's Profile

Name		Designation	
P.F./Roll No.		Department	
Phone		Signature*	
E-Mail		HOD/DOSA Forwarding	

5. Approvals

**see guidelines overleaf*

Certified that the bill be charged directly from Project A/c <input type="checkbox"/> Salary A/c <input type="checkbox"/>	Certified that the bill be paid by DR (F&A) from the department budget	Approved as/for : <input type="checkbox"/> Institute Guest <input type="checkbox"/> VFA/Deluxe Room : VH/OC NOIDA
Project Coordinator	Head of Department	Dy. Director/Director

6. For office use only

Regn. No.:

Status of Booking	<input type="checkbox"/> Confirmed <input type="checkbox"/> Not Confirmed <input type="checkbox"/> RAC	
VH Booking Office	Manager	Administrator-In-charge

Norms, Guidelines and other Information for the Users

A) Booking Procedure and Confirmations:

1. For booking of normal facilities, duly filled in forms, forwarded by respective HODs may directly be submitted at the VH Front Office.
2. Requisitions for Deluxe rooms. VFA/ Institute guests are to be approved by the Dy. Director. However, requisitions should be submitted at VH Front Office only.
3. The bookings are purely provisional and subject to availability.
4. Priority rooms will be given to Institute guests, visitors coming for academic activities.
5. Personal bookings (10% of total rooms) will be made on the basis of availability. Such bookings will be provisional and will be confirmed only one week before the actual arrival of the guest.
6. Students may be allotted accommodation in VH for their PARENTS/SPOUSE, if the same is not available in Hostel Guest rooms. Students should get their requisition forms forwarded by respective warden and/or DOSA.
7. No telephonic bookings/cancellations of any of the VH facilities will be entertained.
8. Confirmation/non-Acceptance of bookings will be informed through e-mail or can be checked with Front Office within 24 hours of submission of the requisition form.
9. The room will be allotted on the condition that if necessary the allottee shall have no objection in sharing accommodation with other guest. (Male with Male and vice-versa).
10. Guests coming for personal purposes will be allowed to stay in the entitled category upto 5(Five) days only. Beyond 5 days, they shall be treated as visitors under Category 'C'.

B) Guest Specific Information:

- 1) Check-in Check-out facility: 24Hours.
- 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 14:00Hrs).
- 4) No claims for Loss/ damage or lapse of services will be entertained at any stage by the Institute as the services are outsourced and managed by the private contractor.
- 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 absences/he should deposit the room keys at the reception and sign the Key Deposit Register.
- 6) Male guests are not allowed to visit the rooms occupied by the female guests without prior permission from the concerned guest and vice-versa.
- 7) Consumption of Narcotics/Alcoholic drinks and Smoking is strictly prohibited in VH & Allied Services.
- 8) In order to keep bills ready & minimize inconvenience at check-out time, the Front Office should be kept informed about the exact departure will in advance.
- 9) The guest is requested to verify/certify the final bill and pay all the dues wherever applicable before departure.
- 10) All charges are to be paid in Cash/Credit/Local cheque payable in favour of VH Mess account, IIT-Kanpur' at the Front Office of VH, IITK. For OC NOIDA, all payments by all categories of guests should be settled in cash/card/cheque drawn in favour of 'IITK OUTN Collection Account' at the time of or preferably in advance of availing its facilities.

C) Visitors' Category for the Purpose of Tariff Collection:

Cat.	Visitors' Hostel	Outreach Center, NOIDA
A	i) Institute Guests/Directors/Examiners/ Members of External Committees/Invited Speakers/Departmental Guests ii) Important guests of Chairman, BOG/Director iii) IIT K Faculty/Staff iv) Others (Approved by the Director/Dy.Director)	Institute Guests such as Directors, Members of External Committee, Examiners, Invited speakers, Department Guests/Invitees, important guests of Chairman, BOG/Director, IITK Faculty/Staff/Students and their immediate family members, Visitors connected with IITK works (conferences/seminars/short courses/workshops/project works /JEE/GATE, etc - others (Approved by the Director/Dy.Director)
B	i) Employees of other IITs/ Engineering Colleges/Universities ii) Visitors of JEE & GATE/Conferences/Short Courses/Seminars/Projects/Workshops etc. iii) Retired IITK Faculty/Staff/Alumni iv) Relatives/Guests of IITK Faculty & Staff v) Parents/Guardian/ Spouse of IITK Students vi) Others (Approved by the Director/ Dy.Director)	Faculty, officers and staff of other IITs, Engg. Colleges/Universities, Retired IITK Employees/IITK Alumni, Relatives/Guests of IITK Faculty/Officers/Staff/Students, Guests of neighboring educational institutes, Visitors of other Government/Public Sector Organizations, Others (Approved by Director/ Dy. Director)
C	i) Guests of Neighboring Educational Institutes ii) Visitors of Government/ Public Sector Organization iii) Others (Approved by the Director/ Dy.Director)	

D) Tariff & Cancellation Charges:

For Tariff, see circulars placed on the website: www.iitk.ac.in/vh. Cancellation charges are applicable as follows:

Sl.No.	Condition	Cancellation Charges
1	Cancellation notice is more than 30 days in advance from the date of arrival.	Nil
2	Cancellations within 30 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.

E) Responsibilities of Indenter/Forwarding official:

All the facilities in VH 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 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, behavioural issues with the visitors and any damages caused by the visitor during the stay.