



Indian Institute of Technology Kanpur

Visitors' Hostel & Allied Facilities

Bulk Booking Form

(For more than 05 Rooms)

1. Accommodation required (Tick ☐ the appropriate column) :

☐ Visitors' Hostel (VH)	☐ Outreach Centre (OC), Noida Extension
☐ Visitors' Hostel - 2	

2. Booking Details:

Name of Conference / Course / Workshop :			
Organization			
Address			
No. of Persons		No. of Rooms	
Visitor Category	A ☐ B ☐		
Type of Rooms	Standard AC ☐	Deluxe AC	☐
Arrival		Departure	
Date:	Time:	Date:	Time:

3. Bill(s) to be settled by:

Lodging:	☐ Visitor	☐ Indenter	☐ Department	☐ Institute	☐ Project No.....
Food:	☐ Visitor	☐ Indenter	☐ Department	☐ Institute	☐ Project No.....

4. Indenter's Profile:

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

5. For office use only:

Forwarding for approvals	
VH Booking Office	Administrator-In-charge

6. Approvals:

**see guidelines overleaf*

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

Norms, Guidelines and other Information for the Users

A) Booking Procedure and Confirmations:

1. VFA/ Institute guests are to be approved by the Dy. Director. However, requisitions should be submitted at VH Front Office only.
2. The bookings are purely provisional and subject to availability.
3. Priority will be given to Institute guests, visitors coming for academic activities.
4. 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.
5. No telephonic bookings/cancellations of any of the VH facilities will be entertained.
6. 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.

B) Guest Specific Information:

- 1) Check-in Check-out facility: 24Hours.
- 2) A valid proof of ID/Address is mandatory – to be submitted at the time of Check-in.
- 3) Approval for the extended stay has to be obtained beforehand.
- 4) Meals can be booked at the VH Dining Hall: (Lunch by 09:00 Hrs and Dinner by 14:00Hrs).
- 5) 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.
- 6) 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.
- 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 well in advance.
- 9) 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 Credit Card/Debit Card/UPI/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 Credit Card/Debit Card/UPI/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 / Visitors' Hostel-2/Outreach Centre Noida Extension
A	1) Institute Guests/Directors/Examiners/ Members of External Committees/Invited Speakers/Departmental Guests 2) Important guests of Chairman, BOG/Director 3) IIT K Faculty/Staff 4) Employees of other IITs/Engineering Colleges/Universities. 5) Visitors of JEE & GATE/Conferences/Short Courses/Seminars/Projects/Workshops etc. 6) Retired IITK Faculty/Staff/Alumni 7) Relatives/Guests of IITK Faculty & Staff 8) Parents/Guardian/ Spouse of IITK Students 9) Others (Approved by the Director/ Dy.Director)
B	1) Guests of Neighboring Educational Institutes 2) Visitors of Government/ Public Sector Organization 3) Others (Approved by the Director/Dy.Director).

D) Visitors' Hostel Cancellation Policy :

All cancellation requests must be submitted through email only by the indenter to mail Id vh_office@iitk.ac.in. Visitors' Hostel office will send an acknowledgment of the cancellation request via email. Indenters must ensure the cancellation request is acknowledged by the Visitors Hostel office.

Cancellation Period	Cancellation Charges Accommodation
Bulk Booking	
More than 30days before check-in	No charge
Between 15 and 30days before check-in	10% of room rent
Between 7 and 15 days before check-in	20% of room rent
Less than 7 days before check-in	25% of room rent
No show	50% of the room rent
Regular Booking (less than 05 rooms)	
Before check-in time	No charge
No show	10% of the room rent

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, behavioral issues with the visitors and any damages caused by the visitor during the stay.