



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

Executive Development Centre

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	Lodging Food	Age & Relationship (In case of students) Gender	Age Relationship Gender M F
No. of Rooms (Max.2 persons per room)		Visitor Category	A B C D E
Type of Rooms	Suite	Standard Room	
Arrival		Departure	
Date:	Time	Date:	Time

2. Bill (s) to be settled by

Lodging: Visitor Indenter Department Institute Project Coordinator
Food: Visitor Indenter Department Institute Project Coordinator

3. Indenter's Details

Name		Designation	
Employee Code/ Admission No		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
Office Assistant	Professor-In-Charge, EDC	

5. Approval

Standard Room	Dean Continuing Education Programme
Suite Room	
Institute Guest	Dy. Director
For Suite Room	
Standard Room	

Executive Development Centre

I. Booking Procedure

1. Requisitions for Suite rooms are to be approved by the Director/Deputy Director/Dean Continuing Education Programme and other rooms are to be approved by Professor in Charge EDC/SAH. However, requisitions should be submitted at office only.
2. The booking are purely provisional and subject to availability.
3. Priority will be given to Institute guests/short courses/ EDP/ PDP/Seminar/ conference/ workshop visitors coming for academic activities.
4. Personal booking will be made on the basis of availability & are liable to be cancelled during exigency.
5. Students may be allotted to accommodation in EDC 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 Working 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
9. The students may also book accommodation in EDC/SAH for their parents/Guardian/Spouse only. Students should get their requisition forms forwarded by DSW.

II. Visitor's Category for the Purpose of tariff collection:

Cat.	Executive Development Centre	Revised Tariff *
(A)	a) Institute Guests: BOG Members Senate Member (outsider), Members of Selection committee, all examiners (Ph. D/M. tech Dissertation) Convocation guests, Adjunct Prof., Guest for Institute events e.g. Foundation Day, 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/Deputy Director)	Free Boarding and lodging
(B)	a) Retired IIT(ISM) Faculty/ Chair Prof /Officers for their official works b) Relatives of Serving Faculty/ Chair Prof /Officers	Concession Rate- Standard Room - Rs. 600/- per day plus admissible GST Suite - Rs.950/- per day plus admissible GST
(C)	a) Parents/ Guardian/ Spouse of IIT(ISM) Students/JRF/Research scholar/ Alumni	Official rate- Standard Room- Rs. 1000/- per day plus admissible GST Suite -Rs.1500/- per day plus admissible GST
(D)	a) External guests visiting to Institute for official purpose. b) participants for Executive Development programme c) Non Govt. (Approved by the Director/ Dy. Director) d) Faculty/officers of other IITs/Engineering Colleges/Universities e) Guest from others Educational Institutes/PSU/Govt. Organizations f) External research scholar(part time Ph.D.) and External PG students g) Others	Full rate- Standard Room - Rs. 1200/- per day plus admissible GST Suite -Rs.2000/- per day plus admissible GST
(E)	a) Foreign Guest/ Participants (per day)	For Suite – Rs.3000/- per day plus admissible GST
	b) Chair Professor/Visiting Professor (To be approved by Director)	Standard Room- Rs. 4000/-Per Month plus admissible GST Suite- Rs. 5000/- Per Month plus admissible GST
	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.	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 12:00 PM Check-Out: 10:00 AM Hrs .

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.

S.No.	Offices with contact Nos.			
1.	Professor-in-Charge (PIC), SAH/EDC - 5991		Email: picsah@iitism.ac.in	
	Executive Development Centre		Senior Academic Hostel	
2.	Reception EDC (NEW)	5291	Reception, SAH	5691
3.	EDC OFFICE	5321	Dining Services, SAH	5868
			Email: edcsah@iitism.ac.in	

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

IV. Responsibilities of Indenter/ forwarding official: All the facilities in EDC 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 EDC 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 EDC.
4. Consumption of Narcotics/Alcoholic drinks etc. is strictly prohibited in EDC Premises.

Note: Executive Development Centre is an Academic Centre and not a Guest House. Hence, in order to maintain Academic sanctity, family accommodation may not be permitted in EDC, particularly when Executive Development Programme is running in EDC. EDC rooms and other facilities are not available for marriage and other social get-together functions.