



**भारतीय प्रौद्योगिकी संस्थान (भारतीय खनिज 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                                           |                                  | Organization                                                 |                                        |                            |                                                                                  |
| Address                                        |                                  | Nationality                                                  | Indian / Foreigner                     |                            |                                                                                  |
| Mob. No.                                       | E-mail                           | Purpose of Visit<br>(Official/Personal)                      |                                        |                            |                                                                                  |
| No. of Persons<br>(Max. 2 persons<br>per room) | <input type="checkbox"/> Lodging | Age & Relationship<br>(In case of students)<br><b>Gender</b> | Age                                    | Relationship               | <b>Gender</b><br><input type="checkbox"/> M <input type="checkbox"/> F           |
|                                                | <input type="checkbox"/> Food    |                                                              |                                        |                            |                                                                                  |
| No. of Rooms                                   |                                  | Visitor Category                                             | <input type="checkbox"/> A             | <input type="checkbox"/> B | <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E |
| Type of Rooms                                  | Suite <input type="checkbox"/>   |                                                              | Standard Room <input type="checkbox"/> |                            |                                                                                  |
| Arrival                                        |                                  | Departure                                                    |                                        |                            |                                                                                  |
| Date:                                          | Time                             | Date:                                                        | Time                                   |                            |                                                                                  |

**2. Bill (s) to be settled by**

|                |                          |         |                          |          |                          |            |                          |           |                          |                     |
|----------------|--------------------------|---------|--------------------------|----------|--------------------------|------------|--------------------------|-----------|--------------------------|---------------------|
| <b>Lodging</b> | <input type="checkbox"/> | Visitor | <input type="checkbox"/> | Indenter | <input type="checkbox"/> | Department | <input type="checkbox"/> | Institute | <input type="checkbox"/> | Project Coordinator |
| <b>Food</b>    | <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                                                              |  |
| Employee Code/ Admission Number |  | Department                                                               |  |
| Phone/Mobile No.                |  | E-Mail                                                                   |  |
| Signature                       |  | Forwarding HOD/Project Coordinator /<br><b>DSW (In case of Students)</b> |  |

**4. For office use only**

|                                                                                                                                                         |                      |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------|
| Status of booking                                                                                                                                       | Suite /Room no. .... | Available /Not available |
| <div style="display: flex; justify-content: space-between;"> <span><b>Office Assistant</b></span> <span><b>Professor- In –charge, SAH</b></span> </div> |                      |                          |

**5. Approval**

|                                          |                                            |
|------------------------------------------|--------------------------------------------|
| Standard Room <input type="checkbox"/>   | <b>Dean Continuing Education Programme</b> |
| Suite Room <input type="checkbox"/>      |                                            |
| Institute Guest <input type="checkbox"/> | <b>Dy. Director</b>                        |
| Suite Room <input type="checkbox"/>      |                                            |
| Standard Room <input type="checkbox"/>   |                                            |

## Senior Academic Hostel

### I. Booking Procedure

1. Requisitions for Suite rooms are to be approved by the Director/Dy. Director/Dean Continuing Education Programme and other rooms are to be approved by Professor in Charge EDC/SAH. 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 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

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

| Cat.                                                                                                                                                                                                       | SENIOR ACADEMIC HOSTEL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Revised Tariff *                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A</b>                                                                                                                                                                                                   | <b>a) Institute Guests:</b> 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), 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)<br><b>b) Others (Approved by the Director/Deputy Director)</b> | <b>(a) Free boarding and lodging</b>                                                                                                                |
| <b>B</b>                                                                                                                                                                                                   | <b>a) Retired IIT(ISM) Faculty/Officers for their official works</b><br><b>b) Relatives of Serving Faculty/ Chair Prof /Officers</b>                                                                                                                                                                                                                                                                                                                                                                                                                 | <u><b>Concession Rate-</b></u><br><b>Standard Room</b> -Rs 600/- per day plus admissible GST<br><b>Suite</b> - Rs.950/- per day plus admissible GST |
| <b>C</b>                                                                                                                                                                                                   | <b>a) Parents/ Guardian/ Spouse of IIT(ISM) Students/JRF/Research scholar/Alumni</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <u><b>Official rate-</b></u><br><b>Standard Room</b> -Rs 1000/- per day plus admissible GST<br><b>Suite</b> -Rs.1500/- per day plus admissible GST  |
| <b>D</b>                                                                                                                                                                                                   | <b>a) External guests visiting to Institute for official purpose.</b><br><b>b) Non Govt. (Approved by the Director/ Dy. Director)</b><br><b>c) Faculty/officers of other IITs/Engineering Colleges/Universities</b><br><b>d) Guest from others Educational Institutes/PSU/Govt. Organizations</b><br><b>e) External research scholar(part time Ph.D.) and External PG students</b><br><b>f) Others</b>                                                                                                                                               | <u><b>Full rate-</b></u><br><b>Standard Room</b> -Rs 1200/- per day plus admissible GST<br><b>Suite</b> -Rs.2000/- per day plus admissible GST      |
| <b>E</b>                                                                                                                                                                                                   | <b>a) Foreign Guest/ Participants (per day)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>For Suite</b> -Rs.3000/- per day plus admissible GST                                                                                             |
|                                                                                                                                                                                                            | <b>b) Chair Professor/Visiting Professor (To be approved by Director)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Standard Room</b> - Rs. 4000/- per Month plus admissible GST<br><b>Suite</b> - Rs. 5000/- Per Month plus admissible GST                          |
|                                                                                                                                                                                                            | <b>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.</b>                                                                                                                                                                                                                                                                                                                                 | As applicable license fee                                                                                                                           |
| <b>*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.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                     |

### III. Check-in- 12:00 PM, Check-out- 10:00 AM.

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.                                           |      |                                                                     |      |
|-----------|---------------------------------------------------------------------|------|---------------------------------------------------------------------|------|
| <b>1.</b> | Professor-in-Charge (P.I.C)SAH/EDC - 5991                           |      | Email: <a href="mailto:picsah@iitism.ac.in">picsah@iitism.ac.in</a> |      |
|           | <b>Executive Development Centre</b>                                 |      | <b>Senior Academic Hostel</b>                                       |      |
| <b>2.</b> | Reception EDC (NEW)                                                 | 5291 | Reception, SAH                                                      | 5691 |
| <b>3.</b> | EDC OFFICE                                                          | 5321 | Dining Services, SAH                                                | 5868 |
|           | Email: <a href="mailto:edcsah@iitism.ac.in">edcsah@iitism.ac.in</a> |      |                                                                     |      |

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

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