



विद्ययाजीवनमृतं ज्ञानम्

अटल बिहारी वाजपेयी -  
भारतीय सूचना प्रौद्योगिकी एवं प्रबंधन संस्थान, ग्वालियर  
(राष्ट्रीय महत्व का संस्थान, मानव संसाधन विकास मंत्रालय भारत सरकार के तहत)  
Atal Bihari Vajpayee-  
Indian Institute of Information Technology & Management, Gwalior  
(An Institute of National Importance under Ministry of HRD, Government of India)

**Visitor Hostel (New Fangled) Booking Form**

1. Name of the Guest: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Number of guests: \_\_\_\_\_
4. Number of Rooms required: \_\_\_\_\_
5. Room Type: Single Occupancy/Double Occupancy/VIP Suite: \_\_\_\_\_

Arrival Information		Departure Information	
Date:	Time:	Date:	Time:

6. Purpose of booking: \_\_\_\_\_

7. Category\*: \_\_\_\_\_

*GST charges are included in these rates. The details of various categories and rates are given backside on this form.*

**Undertaking**

- (a) I hereby undertake to vacate the room in the guest house, if allotted, on the expiry of the sanctioned period. In case I fail to do so, I will be liable to be charged panel rent equivalent to 4 times the normal rent on a daily basis.
- (b) I have read the terms & conditions (on the back side of this form), which are acceptable to me.
- (c) Boarding/Lodging charges will be paid by the Guest or not: \_\_\_\_\_
- (e) The guest will be treated as an Institute guest. Approval from competent authority is attached.
- (f) Remarks (if any) \_\_\_\_\_

**Details of the applicant/proposer for guest house booking:**

Name	Designation	Department	Employee code/ Entry number	Mobile Number

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

***For Office use only***

***Approved/Not Approved***

Room No	Entered at Sr. no and page-no	Date of entry	Date of booking with check In & check out time	Remarks

Faculty Incharge (Guest House)/Director/Registrar





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### Terms and Conditions

- (i) Check-in and Check-out time will be 01:00 pm and 11:00 am, respectively.
- (ii) One-day minimum charge shall be levied for all bookings unless these are cancelled at least 24 hrs before the commencement of the booked date. Similarly, in case a guest fails to occupy the booked accommodation, the same will be cancelled after one day of the booking date.
- (iii) Students requiring accommodation for their parents must get their requisition forwarded through their respective Wardens and Dean of Students.
- (iv) Not more than two persons will be allowed in a double occupancy bedroom.
- (v) Booking is not permitted for guests undergoing medical treatment/ advice who are suffering from contagious disease, bedridden, or post-delivery cases.
- (vi) Pets/Dogs/Cats etc. are not allowed in the Guest House.
- (vii) MHRD/Govt. of India clearance is required for the guest/visitors holding foreign passport for staying in the Guest House.
- (viii) In case of emergency due to heavy booking, a single occupant of the room may be asked to share the accommodation with another guest. The accommodation in the Guest House shall be provided to the people in the order of precedence in which they are shown in the table.
- (ix) Request for availing dining facility to be communicated well in advance at the reception.
- (x) Accommodation will be provided on the basis of approval of competent authority and subject to availability.

The competent authority reserves the right to cancel/amend/reschedule the booking.

Detail of Category and Tariff			
Category	Room Type	Tariff	Eligibility
Category A	Single Occupancy	Free/Paid by Institute	Institute Invited Guests - members of statutory bodies, Expert for any selection committee, Expert for academic evaluation (thesis proposal, seminar, thesis defense). Chairman, BOG, and Directors of IITs and other CFTIs, VCs of CFTIs. Any other guests with permission of the Director.
	Double Occupancy		
	VIP Suite		
Category B (Official)	Single Occupancy	850	*Guests invited by Institute for any academic/administrative work/project/Guest or individual visiting institute in connection with scheme, project or consultancy or short term courses, seminars, conference's etc.
	Double Occupancy	1250	
	VIP Suite	1650	
Category C (Personal)	Single Occupancy	1250	Faculty/Staff/Students for self or their family or relatives, ABV-IIITM Gwalior alumni, parents of students or spouse
	Double Occupancy	1650	
	VIP Suite	2250	
Category D (Others)	Single Occupancy	1650	Guest not covered under Cat A & B & C
	Double Occupancy	2250	
	VIP Suite	2800	
Category E	Driver Room	300	

\*supporting document w.r.t. institute guest to be attached with booking form failing which guest will be automatically covered under Category B.