

**Office of the Dean (CEP)**  
**Indian Institute of Technology (Indian School of Mines)**  
**Dhanabd-826004**

No.: CEP-0006/2026

Date:15/04/26

**NOTICE**

**Subject: Policy regarding Booking and Cancellation charges for Events /EDPs/  
Courses / Workshops and similar events**

During the 34<sup>th</sup> Institute Standing Committee meeting held on 04 February 2026, the modalities for EDC/SAH booking and cancellation were discussed, and the following decisions were approved.

1. Policy for cancellation charges of Room/Suites at EDC and SAH is as follows:

<b><u>Sl no.</u></b>	<b><u>Time of Cancellation</u></b>	<b><u>Cancellation Charge</u></b>
(a)	Intimation (regarding cancellation of vacant rooms) received till 12 Noon of day before the program/event	NIL
(b)	Intimation (regarding cancellation of vacant rooms) received till 12 Noon on the day of the event:	25% of the Full Rate
(c)	Intimation (regarding cancellation of vacant rooms) received till 12 Noon on next day of the event:	100% of the Full Rate

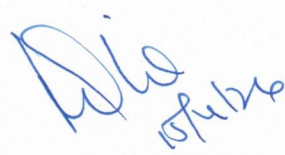
\* Indenter/Coordinator of the program will be responsible for the payment of cancellation charge.

2. **Policy for Booking Window:** Maximum **03** months (preferable) before the commencement of the program and minimum **02** working days before the date of arrival of the guests.

**Please Note:**

- (a) Bulk booking for various outreach programs will be done once it is approved.  
(b) Only communication through email/e-office will be considered as an official channel regarding cancellation and verbal/telephonic cancellation is **NOT** allowed.  
(c) The time-stamp of email/e-office will be considered for calculation of cancellation charges.

**Note: This notice is issued with the approval of the Competent Authority.**

  
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