



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि 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	Meal	Age & Relationship (In case of students)	Age	Relationship			
						Gender M F		
No. of Rooms (Max.2 persons per room)			Visitor Category (Refer para II)	A	B	C	D	E
Type of Rooms (please tick)	Suite		Standard Room					
Arrival			Departure					
Date:	Time:		Date:	Time:				

2. Bill (s) to be settled by:

Lodging:	<input type="checkbox"/> Visitor	<input type="checkbox"/> Indenter	<input type="checkbox"/> Department	<input type="checkbox"/> Institute	<input type="checkbox"/> Project Coordinator
Food:	<input type="checkbox"/> Visitor	<input type="checkbox"/> Indenter	<input type="checkbox"/> Department	<input type="checkbox"/> Institute	<input type="checkbox"/> 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:

Suite Room	Dean Continuing Education Programme
Standard Room	

Institute Guest	Dy. Director
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 is 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 hrs(Only on working day) 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 must 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. Visitors' 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 (PhD/ 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 work 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 children (below 12 years of age) are permissible in each room/suite.		

III. Check-in 12:00 PM Check-Out: 10:00 AM

1. Approval for the extended stay must be obtained beforehand.
2. In order to keep bills ready & minimize inconvenience at the time of check-out, the front office may be kept 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 through POS/Online.
4. In case of inconvenience/ suggestions/ feedback, Visitors may contact Professor-In-Charge SAH & EDC at 0326-2235991.

Sl. 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)	0326-2235291	Reception, SAH	0326-2235691
3.	EDC OFFICE	0326-2235321	Dining Services, SAH	0326-2235868
	Email: edcsah@iitism.ac.in			

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.