



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
(formerly Bengal Engineering and Science University, Shibpur)

HOWRAH – 711 103

Guest House Contact No. : (033) 2668-2233

E-mail : iiestguesthouse@gmail.com

No. **RMS/4853/16**

Date : **21/1/16**

CIRCULAR

This is for information to all concerned that the following charges and rules will be applicable henceforth in respect of the Alumni Guest House.

A. Revised Rates of Room Charges :

Types of Accommodation		Category-A	Category-B	Category-C	Category-D	Category-E
Accommodation in a double bedded room on twin sharing basis (per person)	AC	Nil	600/-	500/-	600/-	900/-
Full Room (Double bedded)	AC	Nil	1000/-	800/-	1000/-	1600/-
Lounge	Rs.100/- per hour subject to minimum of Rs.500/- per booking for private use of faculty / staff members of this Institute.					

B. Category of Guests :

Category	Eligibility	Authority	Payment Mode
Category-A	Guest invited by the Institute for academic, administrative work and for campus interview.	Director / Registrar / Deans/ Prof.-in-Charge, Training & Placement	By the Institute
Category-B	Guest/individual visiting institute in connection with Scheme/Project/Consultancy/Short term courses, Seminars/Conference etc.	Registrar/Deans/ Principal Investigators	By Dean (R&D) through project / respective Coordinator / by the Guest
Category-C	Students and Students' Parents / Guardians	Registrar / Deans / Wardens / Heads of the Departments / Hostel Superintendents	By the Individual before checking out. If charges are not paid by the guest then person making the booking is required to clear the bill
Category-D	Employees and their family members, Alumni and their family members, Employees of sister institutions on official visit.	Faculty / Officers	By the Individual before checking out. If charges are not paid by the guest then person making the booking is required to clear the bill
Category-E	Guests not covered under above categories	For individual – In-Charge, Guest. House and for block booking through Registrar / Deans	By the Individual before checking out. If charges are not paid by the guest then person making the booking is required to clear the bill

Students who require accommodation for their parents/guardians is to get their requisition form forwarded through Dean, Students Affairs or their respective Hostel Superintendents/Wardens.

The Management of the guest house may, at its discretion, cancel a booking or offer another type of accommodation (e.g. a bed on twin sharing basis instead of a full room), depending on the demand for accommodation on a particular day. **Priority in accommodation will be given to guests of Category A and B.**

C. General norms for the Alumni Guest House :

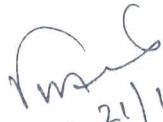
1. The management of the guest house may, at its discretion, cancel a booking or offer another type of accommodation (e.g., bed on twin sharing basis instead of a full room), depending on the demand for accommodation on a particular day.
2. Duration of Stay : Ordinarily a person will be allowed to stay for a period not exceeding five days at a stretch in a month. However, under special circumstances, he/she may be permitted to stay for a maximum period of ten days depending on the purpose and nature of his/her duties. After ten days the charges would be doubled.
3. All Guests are expected to maintain the properties of the guest house and any damage/loss incurred by a Guest will have to be compensated by the concerned Guest.
4. **One day minimum charges shall be levied for all bookings unless these are cancelled at least 24 hours before the commencement of the bookings.**
5. The persons who have got the room reserved are liable to pay the charges in case of cancellation of reservation without any prior intimation, normally three days before the actual date of occupancy.
6. Not more than two persons will be allowed in each double bed room.
7. The use of alcoholic drinks in the guest house is strictly prohibited.
8. Provision for food is neither obligatory nor compulsory.
9. **The normal check-in and check-out time of the Guest House is 9:00 hrs.**

This is issued with the approval of the Director and shall take immediate effect.

Sd/- S. N. Datta
Officer in-Charge, Guest House

Copy forwarded for information and necessary action to :

1. All Deans
2. All Heads of the Departments / Schools / Centres
3. All Officers
4. All Hostel Wardens
5. Office Superintendent
6. Medical Officer
7. P.A. to the Director
8. Institute Website


21/1/16
Officer in-Charge, Guest House