

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

STUDENT AFFAIRS

ADVISORY/GUIDELINES ON HOSTEL ACCOMMODATION BOOKING FOR GUESTS

1. The hostel accommodation may be made available to the guests (subject to availability) as per the charges mentioned in the below table (not inclusive of linen/other amenities):

Sl. No.	Nature of Occupant/Guest	Charges per day (24hrs)	Charges for longer stay
A	Students who are guests of the Institute / working with a faculty on research project for short duration/JRF/SRF/ Post-Doctoral Fellow/Project assistant/ any other staff from Project/Institute employee/Intern/Trainee/Start-up staff/ External SRIP candidates/On-roll students staying beyond period covered in semester registration etc.	Rs. 175.00	Actual on per day basis or Rs. 4,500/- per month* (w.e.f. 01 April 2021) whichever is lower and applicable. For e.g: for a continuous stay of 27 days or above (up to 01 month), the occupant may choose to pay @ monthly charges.
B	Students/persons visiting IITGN for academic or employment related interview	Rs. 400.00	Actual on per day basis or Rs. 2,200/per week* whichever is lower and applicable. For e.g: for a continuous stay of 06 days or above (up to 01 week), the occupant may choose to pay @ weekly charges.
C	External students visiting IITGN: on recommendation of Institute/ to attend workshop/conference/or any other academic activities	Rs. 400.00	
D	Non-student guests/parents/relatives or friends to the existing students/alumni /all others	Rs. 400.00	
E	International students/visitors	Rs. 600.00	Actual on per day basis or Rs. 3,300/per week* whichever is lower and applicable. For e.g: for a continuous stay of 06 days or above (up to 01 week), the occupant may choose to pay @ weekly charges.

- **The accommodation charges for longer stays shall be calculated in the multiple(s) of months/weeks, as applicable under the respective category.*
- *For any additional days beyond the multiples of a month (In case of Sl No. A above) or a week (In case of Sl No. B, C, D & E above), the payment would be levied according to the per day charges as applicable under the respective category.*

2. A prior approval is needed from the Warden, Student Welfare through the General Secretary/ Student Welfare Secretary for a visitor's overnight stay. The link to the hostel accommodation request form is available at IWS (Internal Website) under the heading Forms > Student Affairs.

3. Subsequent to the approval granted the host would receive a booking confirmation email from the Student Affairs Office. This email has all the necessary information related to the room-booking including details of contact person, payment terms, etc.
4. All hostel visitors are required to enter their credentials in the registers kept at the security desk of the corresponding hostel. A valid identity card has to be produced by each visitor for verification.
5. The guest accommodation in hostels will be provided on a “first-come, first-served basis” and is subject to availability. Priority will be given to Institute related activities (conferences, seminars, academic programs, interviews, etc.) and urgent medical issues.
6. Due to non-availability of the hostel accommodation, in case the host student wishes to accommodate their guest(s) in their own room/friend’s room, the regular accommodation charges, as mentioned above shall be applicable.
7. All visitors of hostels shall adhere to the hostel norms and the Institute Honor Code.
8. Visitors residing at the hostels may avail the mess facility at applicable walk-in rates.
9. In case the student wishes to avail the Institute Guest House facility, booking form for the same alongwith the necessary instructions is available at IWS (Internal Website) under the heading Forms >Hospitality.