## 1. What is the process of allotment of house at the Institute?

**Process for house allotment**
○ Send an email request to the House Allotment Committee (houseallotment@iitgn.ac.in).

**Process for moving into the house**
○ The concerned official will contact for this process after the allotment is completed.
○ In case of any queries, send an email to the Estate Office (estateoffice@iitgn.ac.in).

**Process for vacating the house**
○ Send an email request to the Estate Office (estateoffice@iitgn.ac.in).
○ The concerned official from the Estate Office will visit and guide for this process.

## 2. How to issue furniture available at the Institute or purchase new furniture?

**Issue of Furniture**
○ Send an email request to furniture@iitgn.ac.in.
○ Requests may include issuing of tables, chairs, sofas, white board, soft board, poster boards and writable paint/film etc.

**New Furniture request**
○ Raise a PPRF for approval and procurement, Necessary template documents and guidelines can be downloaded from here.

## 3. How to reserve a Guest House room, Institute vehicle, or community spaces?

**Process for Guest House Booking (Rooms)**
○ Download the Guest House reservation form available here.
○ Send the filled and approved form to hospitality@iitgn.ac.in at least 48 hours in advance of guest arrival time.

**Process for Vehicle Requisition**
○ Download the vehicle requisition form available here.
○ Send the filled and approved form to hospitality@iitgn.ac.in at least 48 hours in advance of guest arrival time.

**Process for reservation of Community Spaces**
○ A list of available spaces and prevailing rates are available here.
○ These include: Hostel Mess Terrace, OAT, Central Arcade spaces, Guest House Open Lawn Area and halls.
○ For booking, please send an email to hospitality@iitgn.ac.in at least 48 hours in advance.

**Process for Meal Order / catering for official events**
○ Download the meal order form available here.
○ Send the filled and approved meal order form to hospitality@iitgn.ac.in at least 48 hours in advance of the event.

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## 4. What is the process for allotment of space (e.g. for office, labs, post-doc seating)?

- To request a desk for postdoctoral fellows, fill the online form.
- To request a desk for visitors, send an email request to sunitamenon@iitgn.ac.in.
- For other requirements, send an email to space.allocation@iitgn.ac.in.

## 5. How to purchase Institute memorabilia?

- The available memorabilia items and rates are listed here.
- Send your purchase requests by email to memorabilia@iitgn.ac.in.

## 6. How to reserve auditorium/classroom and open spaces?

### Reservation System for Auditorium or Classroom

#### Internal Booking
- Use google calendar to reserve auditoriums and classrooms.
- Guidelines for booking are available here.
- Send an email to classroomservice@iitgn.ac.in for any queries.

#### External Booking
- Download the reservation form from here.
- Send the filled and approved form to hospitality@iitgn.ac.in at least 48 hours in advance.

### Reservation System for Open Spaces

#### Internal Booking
- Use google calendar to reserve academic open areas.
- Available spaces: Samvad, Pradarshani, Vidya Chhaya, Vishwangan, Sandhya Chhaya, Srujan, Sammelan, Vishram and Darpan. (A map showing the locations is available here).
- Guidelines for booking are available here.
- For any queries, send an email to hospitality@iitgn.ac.in.

## 7. Whom to contact for animal management related issues?

- An advisory on animal management is available here.
- For any queries, send an email to Animal Management Committee amc@iitgn.ac.in.

## 8. How to obtain vehicle stickers?

- Fill the online application form.
- The General Admin section will intimate you once the vehicle sticker is ready for pickup (kindly ensure you provide all the data correctly and upload all the necessary documents properly).

## 9. How do we pay electricity & gas bills?

- Dues of all the housing occupants are directly deducted from the salary.
- Non-emergency helpline number of SGL is 1-800-3097879.
- In case of emergency Sabarmati Gas can be contacted at 704-307-1000 / 1-800-2333810 (24x7).

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### **10.** How to lodge regular maintenance complaints?

○ Use the maintenance portal - https://maintenance.iitgn.ac.in.

### **11.** Whom to contact for guidance on AC installation in housing?

○ Send an email to aee1.electrical@iitgn.ac.in.

### **12.** How to get address proof for Passport/Aadhaar/PAN card?

○ Non-teaching Staff can write an email to the JR, Admin (dradmin@iitgn.ac.in).
○ Teaching Staff can write an email to AR, Faculty Affairs (ar.fa@iitgn.ac.in).

### **13.** Whom to contact for hostel rooms and all hostel matters?

○ To apply for hostel accommodation:
  ○ fill this online form (internal)
  ○ fill this online form (external)
○ To vacate hostel accommodation fill this online form.
○ Contact person from hostel team is Mr. Darshan Patel (darshan@iitgn.ac.in).

### **14.** How to make requisitions for minor work?

○ Such works include partitioning of office/lab spaces, additional electrical/Internet points, etc.
○ Download the minor work requisition form from here.
○ Send the filled form to aee1.electrical@iitgn.ac.in and aee1.civil@iitgn.ac.in.

### **15.** How to know more about the campus?

○ A number of publications covering different aspects of the campus are available on the campus website - https://campus.iitgn.ac.in.
○ Campus advisories are available here.

### **16.** Where can I send general feedback?

○ Send an email to feedback@iitgn.ac.in for feedback on *any* matter related to the Institute.