

Terms and Conditions

- i. Check-in and Check-out time will be 01:00 pm and 11:00 am respectively
- ii. One day minimum charge shall be levied for all bookings unless these are cancelled at least 24 hrs before the commencement of the booked date. Similarly, in case a guest fails to occupy the booked accommodation, the same will be cancelled after one day of the booking date.
- iii. **For advanced bulk bookings of rooms for conferences or workshops, any requests for cancellation of rooms must be made at least one week prior to the event. Failure to do so may result in full charges for any rooms that remain unused**
- iv. **Request for bulk booking of rooms may not be made more than 90 days prior to the event.**
- v. **Request for regular booking may please be submitted at least two days before the arrival of guest.**
- vi. Student requiring accommodation for their parents are required to get their requisition forwarded through their respective Wardens and Dean of Students.
- vii. Not more than two persons will be allowed in double occupancy bed room.
- viii. Booking is not permitted for guests undergoing medical treatment/ advice who are suffering from communicable disease or are bed ridden or are post-delivery case.
- ix. Pets/Dogs/Cats etc. are not allowed in the Guest House.
- x. MHRD/Govt. of India clearance is required for the guest/visitors holding foreign passport for staying in the Guest House.
- xi. In case of emergency due to heavy booking, a single occupant of the room may be asked to share the accommodation with another guest. The accommodation in the Guest House shall be provided to the people in the order of precedence in which they are shown in table.
- xii. Request for availing dining facility to be communicated well in advance at the reception.
- xiii. Accommodation will be provided on the basis of approval of competent authority and subject to the availability.

The competent authority reserves the right to cancel/amend/reschedule booking of

Category	Tariff	Eligibility	Approving Authority
Executive SUITE Room	Category-A (Free)	<ul style="list-style-type: none"> Institute Invited Guests - members of statutory bodies. Chairman, BOG and Directors of IITs and other CFTIs, VCs of CFTIs. Expert for any selection committee, Expert for academic evaluation (thesis proposal, seminar, Thesis defense). Any other guests with permission of the Director. 	Director/ Concerned Dean
	Category-B Rs.3500/-	<ul style="list-style-type: none"> Faculty/staff for self or their family or relatives. IIT Ropar Alumni. Parents of students or spouse of students. Official from Central and State Ministry/Administration. 	Chairman, Guest House Committee
Business Room	Category-A (Free)	<ul style="list-style-type: none"> Institute Invited Guests - members of statutory bodies. Chairman, BOG and Directors of IITs and other CFTIs, VCs of CFTIs. Expert for any selection committee, Expert for academic evaluation (thesis proposal, seminar, Thesis defense). Any other guests with permission of the Director. 	Registrar/Concerned Dean, Associate Dean as the case may be. [only for the listed guests] Director: For any other guests.
	Category B-1 Rs.2000/-	<ul style="list-style-type: none"> Guests Invited by sponsored Projects, faculty collaboration, consultancy, short term courses, seminar and conferences etc. 	Concerned Deans, Associate Deans/ HoDs / Registrar as the case may be
	Category B-2 Rs. 1200/-	<ul style="list-style-type: none"> Faculty/staff for self or their family or relatives. IIT Ropar Alumni. Parents of students or spouse of students. Official from Central and State Ministry/Administration. 	Chairman, Guest House Committee

* GST Charges will be extra as applicable.

**No GST on the internal bookings from the Institute Funds.

*** If the payment is to be made from the institute / project fund, no bill will be raised and only budget of the respective department/section will be deducted. But in case of Projects or other external funding events, budget will be deducted and deposited in the IRG. For that purpose bill may be raised on the request of the guests/organizers/Pis as the case may be.

****supporting document and approval from competent authority needs to be attached with booking form.