VFAST General Instruction

Content for online booking process, website

About US

- The VFAST (visiting faculty and student transit) Hostel at BITS Pilani offers comfortable accommodation for visitors, faculty, and staff within the campus. It features various types of rooms, including standard and deluxe double, and suite accommodations, equipped with amenities such as air conditioning, Wi-Fi, television, and laundry services. Guests can also enjoy meals in the dining area. Conveniently located within the campus, VFAST provides easy access to academic buildings, libraries, and other facilities. Reservations can be made through the online booking system.

Rooms Tariff Chart

- Royal Suite Room - Rs 4800 /Day
- Suite Room   - Rs 3600 /Day
- Deluxe room   - Rs 2500 /Day
- Standard Room   - Rs 1500 /Day
- Dormitory   - Rs 150 /Day

Check-in and Check-out Times:

- Check-in: 24*7 open for check-in
- Check-out: 24hrs from time of check in

Reservation:

- Reservations must be made in advance through the official website or mentioned mail

- Priority will be given to institute guests such as visiting professors, researchers, and speakers.

- Students cannot book the room for himself.

- Students book the room for sibling with permission of warden and VFAST FIC

- Maximum booking period is Three days. For extension, please seek the approval from VFAST FIC

- Reservations can be cancelled or altered without any prior notice by BITS Management.

Identification:

- Guests must provide a Govt. proved ID at the time of check-in.

- International guests must present a valid passport and visa and fill C form at the time of check in.

Accommodation Guidelines

1. Room Allocation:

- Rooms will be allocated based on availability and reservation priority or institute requirement.
- Special requests (e.g., ground floor room, adjacent rooms) should be made in advance and will be accommodated if available.

Room Facilities & Common Areas

- Each room is equipped with basic amenities: Air conditioner, Bed, study table, chair, geyser, Kettle (electric), Kettle, linens, towels, toiletries, heater, Wi-Fi, and a TV.

- Daily housekeeping is provided.

- Vfast hostel kindly request all guests to observe the rules, so that their stay will be comfortable and safe.

- Guests are encouraged to use common areas such as the lobby, dining area, and garden responsibly.

- Quiet hours are from 10:00 PM to 7:00 AM.

Policies and Conduct

1. Safety and Security:

- Guests are responsible for their personal belongings.
- Emergency contact numbers and safety instructions are available in each room.

2. Prohibited Activities:

- Smoking is prohibited inside the guest house.
- Consumption of alcohol and illegal substances is strictly forbidden.
- Pets are not allowed in the guest house.
- Washing of clothes and drying in common area or on railing is not allowed.
- All electrical appliances should be switched off when not in use.
- Eatables from outside are not permitted.

- VFAST Hostel does not serve non vegetarian food.
- Reservations can be cancelled or altered without any prior notice.
- No tips are to be given to any VFAST HOSTEL worker.
- Occupants are not supposed to entertain other persons in the VFAST Hostel.
- Utensils Like Plate Glass etc. are not allowed in rooms.
- Accommodation will not be provided if student or ward medically unfit special permission is required from Dean SWD / Chief warden /FIC VFAST

3. **Guest Behavior:**

- Guests are expected to conduct themselves in a manner that respects the comfort and privacy of others.
- Any damage to property will be charged to the guest responsible.
- Kindly cooperate with staff for the smooth functioning
- Rules and regulations to be followed strictly.

Services and Facilities

Meals timing

- (Note: We are offering vegetarian food only.)
- Breakfast   08:00 am to 09:30 am
- Lunch   01:00 pm to 02:00 pm
- Dinner   08:00 pm to 09.30 pm
- Tea & Coffee   07:00 am to 07:00 pm (not served on lunch/dinner timings)

Lunch and dinner can be ordered in advance and timing may vary while any institute function.

2. **Internet Access**:

- Free Wi-Fi is available throughout the institute area.
- Guests will receive login details at check-in.

3. **Laundry:**

- Laundry services are available on request and are chargeable.

4. **Transportation:**

- Taxi service are available outside the campus gate. VFAST are not responsible for any booking.
- On-campus transportation options are available for institute guests on demand.

Emergency and Health

1. **Medical Assistance**:

- A first-aid kit is available at the reception.

- In case of emergency may contact to reception.

2. **Fire Safety:**

- Fire extinguishers are located on each floor.

- Guests must familiarize themselves with the emergency exits and procedures.

Feedback and Contact

1. **Feedback**:

○ Guests are encouraged to provide feedback on their stay to help improve services.

○ Feedback forms are available at the reception or can be submitted online.

Contact Information:

○ Reception contact no - 01596 255530

                        ext. no - 5530 / 4114

○ Reception is available 24/7 to address any queries or issues.

○ Contact details, location and route map are shared in website.

Discounts & Payment Methods

○ 25%discount are provided Alumni and parents after filling forms

Payment Methods

○ Accepted Payment Methods

   ○ Debit cards

   ○ Online Payment Platforms (e.g., PAYTM, GPAY, PHONEPAY etc.)

○ Advance Payment

   ○ X% of the total stay cost must be paid at the time of booking

○ Final Payment

   ○ Advance payment will be deducted at end of final payment

Cancellation Policy

Full Refund

- If it was done from our(institute) side

Partial Refund

- Cancellation made 15 days before the date of arrival: X% refund

No Refund

- Cancellation made less than 7 days before the date of arrival
- It will take 15-30 days' time to refund the amount (on producing valid reason through mail)

Google Drive LINK for VFAST Images

https://drive.google.com/drive/folders/1Li1YFe7JfwdnSHzvrp_6kSCGVJFEFGm0?usp=drive_link

https://drive.google.com/drive/folders/1Li1YFe7JfwdnSHzvrp_6kSCGVJFEFGm0?usp=drive_link

THANK YOU