

Reservation & Allotment for IIT Guest House facilities:

1. Maximum 15 rooms in Vanvihar/ Jalvihar can be booked for CEP courses or for National/ International Conference/ Seminar.
2. All short term program bookings will have to be forwarded through CE/QIP Cell.
3. Organizing National/ International conferences/ seminars/ symposia/ workshops should have prior approval of the Director. Request for accommodation and other facilities to be sent separately to Dy. Director (AIA) for approval.
4. Cancellation of all group bookings should be done at least one week before the date. If cancellation is not done as above in writing, there would be cancellation charge of one day's room charges. The bill for cancellation charges would be in the name of applicant, who would be responsible for its payment.
5. Cancellation of confirmed single room booking is not done 2 days in advance in writing, one day charges as per category would be billed to the applicant by the Guest House.
6. The procedure for Guest House room booking and confirmation of waitlisted guests:
 - a. The list of waitlisted guests shall get organized as per the category of the guest with Category-I getting priority over Category-II and Category-III guest in that order.
 - b. The confirmation of the waitlisted application shall then be done as per order of the list at the instance of cancellation and intimated via e-mail.
 - c. In a particular category of application, the confirmation shall be in the order of time of application.
 - d. By following the above procedure, it is obvious that the waitlist status of an application shall change both ways.
 - e. The same procedure will be followed for guest house room booking.
7. All the WAITLIST will be treated as CANCELLED 3 days before the expected date of arrival. Interested WAITLIST applicants from the said list may enquire about the availability from the Guest House office, till arrival date. The confirmation will be done on the basis of first come first basis.
8. Student booking should have counter signature of Head/ Warden/ Associate Warden/ Dean.
9. Bookings by staff (except faculty members and other group "A" staff) will have to be routed through their respective section heads.
10. Non-official bookings should not be for more than five days. Exceptions will be permitted only if recommended with reasons, by Dean AP/ Dean SA/ Dean R&D/ Registrar/ Dy. Director or Chairman GHAC.
11. Maximum number of guest rooms for non-official guests should not exceed five in Vanvihar/ Jalvihar for a single applicant, for a given period.
12. Any room booking for a continuous period of more than one month (official or unofficial), the application will have to be routed through the Dy. Director (AIA).
13. Jalvihar 2nd floor rooms will be allotted to Institute Guests under Category – I only & made available to official departmental visitors under Category – II, if there is no booking one week before the date.
14. The breakfast services to the guest of Vanvihar are provided on the 2nd floor, Annex Dining Area, Gulmohar Cafeteria between 08:00 am to 09:00 am.
15. Orders for groups of more than 20 persons be placed with Gulmohar Cafeteria. Order to be placed to Gulmohar Cafeteria Manager directly, and co-ordinated by applicant.
16. New Joining Faculty stay will be treated as Institute Guest in the Guest House till he gets permanent campus accommodation. However, food charges will be born by the New Joining Faculty.
17. In case of Visiting Faculty Apartments, the electricity charges as metered will be collected from the occupant over and above the monthly charges.

The following upward revision was decided on:

1. ROOMS:

New Rates (Applicable 1 st October, 2011)							
	Official Cat - II		Non - Official Cat - III		Cat – II & III	Private Sector Cat - IV	
Guest House	Single (Rs.)	Double (Rs.)	Single (Rs.)	Double (Rs.)	Double (Rs.)	Single (Rs.)	Double (Rs.)
Jalvihar/Vanvihar	600	1000	1200	2000	1500	2400	3200
Suite	-	2000	-	4000	-	-	-

Note:

1. Single refers to single occupancy (by choice of the guest).
2. Double refers to double occupancy (by choice of the guest).
3. Additional person in the room, Rs. 300/- for Cat – II and Rs. 600/- for Cat – III to be provided only in double rooms with two occupants.
4. Room rates to include bed tea & breakfast.
5. Accommodation charges are levied on 24 hrs. basis.

Rates for Visiting Faculty Apartment

Type of Room	Rate
1 BHK	Rs. 2,400/- per month
2 BHK	Rs. 2,800/- per month

2. The different categories are:

Categories	Sanctioned By
CAT – I	
1. Institute guests such as Institute Statutory Committee (BOG, B&W, FINANCE)	Registrar
2. External Examiners	Dy. Registrar (Academic)
3. External Committee Members	Registrar
4. Invited Speakers	PRO
5. JEE Members	Chairman JEE
6. GATE Members	Chairman GATE
7. JAM Members	Chairman GATE
8. JMAT Members	Chairman GATE
9. CEED Members	Chairman GATE
10. All IIT Directors	Director
11. Director's Office	Director
12. Vice Chancellors of other Educational Institutes	Registrar
13. Professor Emeritus	Dean (FA)/ Head/ PIC
14. Fellow of Institute	Dean (FA)
15. Lifelong Achievements Awardees	Dear (FA)/ PRO
16. Faculty position candidates visiting IIT Bombay for interviews	Registrar
17. The family members of Cat – I	-----
18. Official visitors invited for IITB administrative work	Dy. Director (AIA)/ Dean (IPS)/ Registrar
CAT – II	
1. Official Visitor	
i. Invited on IITB Departmental work	HOD/ Deans
ii. Invited on IITB Project work	-----
2. IITB faculty & family members	Convener GHAC/ Chief Manager, Hospitality
3. IITB Ex-faculty/ Officers and family members	Chief Manager, Hospitality
4. Non-faculty position candidates for interview	Registrar
5. Participants to IIT Seminar/ Conference etc.	1) Director 2) Dy. Director (AIA)
6. Participants of QIP Course	Professor-in-Charge, CE & QIP
7. Members of IITB Alumni Association and Family Members	Dean AIR/ CEO, Alumni Association
8. Parents/ Guardians/ Spouse of Students	Dean/ HOD/ Warden
9. Students of other University/ Institutions	Dean SA/ Chief Manager, Hospitality
10. Students and Family members coming for Orientation/ Registration	Chief Manager, Hospitality
11. Visiting Faculty	Dean (FA)

CAT – III	
1. Participants of CEP Course	Professor-in-Charge, CE & QIP
2. Guest of Faculty/ Officers	-----
3. Guest of Office Staff - Dir, DD, Registrar, Deans, GATE, JEE, JAM, JMAT, CEED	Head of Department/ Section
4. Guest of Office Staff - Departments, Schools, Centres/IDP	Head of Department
5. Guest of Administrative Staff	Section Head
6. Guest of Students	Dean SA/ Dean AP/ Warden
7. Accompanying spouse or other family members of Departmental visitors and participants to IIT Seminar/ Conference	Head of Department
8. Alumni IITB and Family	Dean AIR/ CEO, Alumni Association
9. Students and Family members of entrance examination and counseling	Acad./ JEE/ GATE/ Chief Manager, Hospitality
10. Non-Official Visitors from Government Offices	Registrar/ PRO
CAT – IV	
Private Sector on Duty at IIT Bombay	Director/ Dy. Director (AIA)

3. Boarding Charges

Sr. No.	Item	New Rates (per person)
1.	Breakfast	Rs. 50/-
2.	Tea/ Coffee	Rs. 10/-
3.	Tea/ Coffee/ Biscuits	Rs. 15/-
4.	Lunch/ Dinner	Rs. 140/-

4. Conference/ Seminar Hall Tariff

Sr. No.	Particulars	New Rates
1.	Conference Hall/ Seminar Hall (For IIT Organized programs)	1. Rs. 1,500/- (four hours or less) 2. Rs. 3,000/- (more than four hours) 3. Above 8 hours Rs. 250/- additional per hour.
2.	High Tea	According to Menu
3.	Conference Hall/ Seminar Hall (For Private Sector programs)	1. Rs. 1,500/- + 10% service charge per person per day. 2. Price inclusive of Hall charges, Tea/ Biscuits (twice) and Lunch. 3. Minimum Rs. 15,000/- per day.