



राष्ट्रीय प्रौद्योगिकी संस्थान श्रीनगर
NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR
(An autonomous Institute of National Importance under the aegis of Ministry of HRD, Govt. of India)
हजरतबल, श्रीनगर जम्मू और कश्मीर, 190006, भारत
Hazratbal, Srinagar Jammu and Kashmir, 190006, INDIA

Guest House Rules and Regulations

I. Categories of Guests

Type of Guest CATEGORY- A	Guest invited by the Institute for academic or administrative purpose including examiners, selection committee members, company personnel coming for placement of students and distinguished seminar speakers [The purpose to be stated clearly with supporting document if any]. Alumni and patrons (including accompanying spouses and minor children). Any other person approved by the Director as Institute guest.
Booking Authority	Director or PA to Director, PS to Registrar, Concerned Dean, Head T&P, , I/C Convocation, Heads of the Departments & Centres (with a copy of an office order)
Source of Payment	Institute Account including Institute Travel grant, Departmental Operating Grants, Alumni Endowment fund.
Billing/Payment Procedure	No Payment will be accepted from category – “A” guests directly. Further, Payment will be made by the concerned Head to Institute Guest House Account through proper channel.
Remarks	Accompanying spouse and minor children of category “A” guests shall also be treated as institute guests. In case of all category “A” guests the guest house management and the steward are authorized to request documents from booking authorities, except Director and Registrar.
Type of Guest CATEGORY- B	(i) Visitors from other Institutes who normally, extend their own facilities to NITS staff at concessional rates, on approval of I/C, GH. Bills will be paid by the respective guest. (ii) QIP students coming for contact programme, postgraduate and research students who have taken withdrawal but have come for academic purpose (Identity card necessary) and students and parents required to stay in guest house for medical reasons on approval of Dean (Acad), and (iii) Candidates coming to the Institute for interview (call letter required) for a job or admission. (iv) Alumni and Patrons including accompanying spouses and minor children. Booking to be done only by the office of I/C (Alumni Relation). (v) Retired employees and accompanying spouses visiting the institute for official or personal work.
Booking Authority	➤ Concerned student ➤ Any staff member of the institute ➤ Guest himself (through telephone, email, online or by writing).



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Source of Payment	The guest.
Billing/Payment Procedure:	Charges to be collected from the guest before he leaves the Guest House.
Type of Guest CATEGORY- C	C1: Guests invited by competent authority in connection with official work and paid from one of the satellite accounts maintained by the Institute [approved conferences etc] but not the main account of the Institute. (Examples: Sponsored research and consultancy projects, Continuing education programmes, Students activities, Conferences and symposia, NSS units and other courses of the Institute maintaining separate accounts). Charges will be paid by the respective account within the institute, or shall be billed to the person booking the accommodation. C2: Guests visiting NIT for some legitimate work at the Institute, the charges being paid by the guest himself (Examples : Parents / Guardians of students, Relatives of Employees, Employees of Government and R&D organizations visiting the Institute on official work, guests of the state and central Govt., representatives of companies visiting the Institute for official business and Alumni (and their accompanying spouses and minor children) of the Institute visiting the Institute on personal work, Employees and students of other Institutions where NIT Srinagar employees and students are not provided concessional tariff.
Booking Authority	Faculty, officers, staff members, students (for parents/guardians only, with consent of faculty or thesis advisor) of the Institute. Faculty in-charge of Guest House may accept requests from ex-employees, alumni and persons doing business with Institute at his discretion, after ascertaining identify and genuineness of purpose. C1 : (i) P.I. of Projects (ii) Co-ordinator of Continuing Education Programmes and Conferences (iii) Faculty members and officers responsible for specific programmes, selection processes and other responsibilities. Note: The officer/faculty making the booking must be satisfied that he has the financial authority to do so.



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	C2: Any faculty, staff member, or student (with consent of his faculty advisor or thesis supervisor).
Source of Payment	For guests of type C1 : the concerned account. For guests of type C2 : the person making the booking or the guest himself.
Billing/Payment Procedures	No payment will be accepted from the guests of category C1 . The bill to be sent to concerned authority along with a copy of the booking form. If the bill remains unpaid for one month, it will be billed by name to the indenting faculty/officer. For guests of category C2 , all charges to be collected before the guest leaves the Guest House, except when the booking authority has assumed responsibility of payment. In the latter case, no bill will be presented to the guests.

Institute Guest House Room Tariff [per day, 24 hour basis]

w.e.f:- 15.03.2020

Type of Accommodation	Category-A	Category – B	Category – C (C1 & C2)
Single Occupancy Room No (1, 2, 3, 4)	Rs. 500/-	Rs. 600/-	Rs. 800/-
Double Occupancy Room No (1, 2, 3, 4)	Rs. 800/-	Rs. 1000/-	Rs. 1200/-
VIP Room Room No (5, 6)	Rs. 1200/-	Rs. 1500/-	Rs. 1800/-

Note:

- There shall be no concession in tariff for failure of air conditioning, electricity, water supply or any other facility.
- The room tariff does not include any meal, snacks or tea, except drinking water and bed tea.
- Children below 12 years may be accommodated with parents free of charge in the same room without extra bed.
- Booking can be made by Faculty-In-Charge Guest House on the basis of phone, fax, email message received or online booking from bonafide guests or from their hosts within the institute. A formal requisition form, however, needs to be filled when the guest arrives or as soon as practicable.



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- Smoking and consumption of alcohol is totally forbidden in guest house premises including rooms, corridors and lawns.
- There shall be no room service of food except drinking water and bed tea. When a meeting (e.g. placement interview) is permitted, tea, snacks and soft drinks, but no meals, may be served in the room. An exception can be made only with telephonic permission of I/C-GH, Registrar or Director.

II. Booking procedure

- Guest House booking shall normally be done on-line through the Institute Web site. When there is a difficulty in making an on-line reservation, a room or other facility can be booked by a written request in prescribed format sent to the Faculty-Incharge, Guest House. In emergent case, the Faculty-Incharge, Guest House may accept requests over email, fax or telephone. He will, however, record the information on the electronic data base in the first opportunity to do so.
- In emergent cases, the following officials are authorized to contact the steward in person or over telephone for accommodating a guest without going through the proper booking procedure.
 - Director, Secretary to Director, Dy. Director
 - Registrar, Secretary to Registrar,
 - IC - Training & Placement
 - IC - Guest House
- In all such cases, proper booking form must be submitted by the booking authority in the next working day. It will be the responsibility of the steward to obtain the filled booking form from the concerned authority within 2 working days.
- The Steward is not authorized to accept a guest without an approved booking. In extreme emergencies, he may permit a guest to stay on request from an institute employee, student or a person in distress only after properly recording the circumstances on the electronic database or in the appropriate register.

III. Booking priority

- Priority in booking of accommodation will be accorded to guests of Categories A, C1, B & C2 in that order of priority. Within a class, rooms will be allotted on "First come, First serve" basis.
- All bookings of category B and C2 shall be provisional till one week prior to the date of expected occupancy.

IV. Refusal of Accommodation

- The guest house management shall not refuse to accept an accommodation request from an institute employee or student on ground of non-availability of room without exploring the possibility of accommodating the guest(s)
- Every institute employee or student desirous of making a booking has a right to examine the booking register, particularly when his request for accommodation is refused on ground of non-availability. He may, at his own discretion, assist the management in exploring possibility of adjustment of accommodation. But in no case he can force the guest house management to accept his suggestion.

V. Collection of Charges

- Charges of Guests of Categories A & C1 will be billed to appropriate account, while guests of



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other categories (Categories B, C2) must clear the bills before leaving the Guest house, except when the booking authority has taken the responsibility of payment in advance.

- If a guest leaves without settling his account, the person making the booking is liable to pay the dues. In case of failure to settle the bill expeditiously, the billed amount will be charged to his salary or be added to semester fees, as the case may be.

VI. Cancellation of Booking

- A small booking (upto 2 rooms) can be cancelled without charge up to 24 hours prior to the expected date and time of occupancy. After that, there will be charge for at least one day on the person or account making the booking under category B & C.
- In case of failure of an officer to cancel a booking for a category-A guest, the guest house management shall draw the attention of the director, particularly on repeat lapses and where other guests have been refused accommodation due to shortage of rooms.

VII. Food Service

- The guest house shall offer food services at approved rates.
- There is no provision for special menus for in-house guests. The only exception admissible is medically prescribed food such as – fat free, sugar free, salt free, diabetic diet etc. which may be provided to guests at neither reduced nor enhanced tariff.



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Food Service

The Institute Guest House shall offer food service at approved rates. The food charges will be billed as per approved rates. The rate chart for food services is exclusive of service charges.

Rate chart for the Guest House w.e.f. 15.03.2020

Note: Following items shall be available for breakfast, lunch and Dinner. Guests are requested to please order for the eatable items well in advance on each day:

1. Break Fast (08:30 A.M to 09:30 A.M)

S.No.	Name of Item	Rate (Amount in Rupees)
1	Tea 1 cup	Rs. 15.00
2	Butter Toast (2 Nos)/Jam Toast (2 Nos)	Rs. 20.00
3	Omelette Double/ Boiled Eggs (2 Nos.)	Rs. 20.00
4	Slice (02 Psc)	Rs. 06.00
5	Coffee (01 cup)	Rs. 20.00
6	Service Tea (01 cup)	Rs.20.00
7	Corn Flakes with milk / Oats with Milk	Rs. 30.00
8	Bread, omelette with 2 slice	Rs. 30.00
9	Fresh Juice	Rs. 30.00

2. Lunch/Dinner (Vegetarian) (12.30 P.M to 2.00 P.M)/(08:00 P.M to 9:30 PM)

S.No.	Name of Item	Rate (Amount in Rupees)
1	Rice	Rs.30.00 per plate
2	Chapatti (04 Nos)	Rs.28.00
3	Vegetable(seasonal)	Rs.40.00
4	Dal	Rs.40.00
5	Curd/Mix Raita	Rs. 20.00
6	Salad (Onion, Tomato, Carrot, Cucumber, Lemon etc)	Rs. 30.00
7	Pickles	Rs.5.00
8	Thali (Rice, Chapati (04 Nos), Vegetable, Dal, Curd/Raita, Papad, Salad, Pickle)	Rs.150.00

3. Lunch/Dinner (Non-Vegetarian) (12.30 P.M to 2.00 P.M)/(08:00 P.M to 9:30PM)

S.No.	Name of Item	Rate (Amount in Rupees)
1	Rice	Rs.30.00 per plate
2	Chapati (04 Nos)	Rs.28.00
3	Vegetable(seasonal)	Rs.40.00
4	Dal	Rs.40.00



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5	Curd, Mix Raita	Rs. 20.00
6	Salad (Onion, Tomato, Carrot, Cucumber, Lemon etc)	Rs.30.00
7	Pickles	Rs.5.00
8	Mutton/Chicken 2 pieces(100gm)	Rs.90.00/Rs. 110.00
9	Thali (Rice, Chapati (04 Nos), Mutton/Chicken 2 pieces(100gm),vegetable, Papad, Salad, Pickle)	Rs.200.00

4. Sweet Dish (Both Lunch/Dinner)

S.No.	Name of Item	Rate (Amount in Rupees)
1	Firni Plate	Rs.30.00
2	Halwa Plate	Rs.30.00
3	Fruit Custard	Rs.30.00
4	Gulab Jamun /Rasgula (1pc)	Rs.20.00
5	Rasmalai (2 pcs)	Rs. 50.00

5. Additional dishes etc. which can be served on order

S.No.	Name of Item	Rate (Amount in Rupees)
1	Mutter Paneer	Rs. 50.00
2	Tomato Paneer	Rs. 50.00
3	Palak Paneer	Rs. 50.00
4	Dam Aloo (2 pcs)	Rs. 60.00
5	Dal (All kinds)	Rs. 40.00
6	Mixed Vegetables	Rs. 40.00
7	Nadroo Yakhni (2 Pcs)	Rs. 60.00
8	Pamkin Yakhni	Rs. 60.00
9	Vegetable Pakora (100 gm)	Rs. 30.00
10	Salad Green	Rs. 30.00
11	Egg curry (2 pcs)	Rs. 50.00
12	Fried Fish (2 Pcs)	Rs. 60.00
13	Fish Cutlets	Rs. 70.00
14	Cheese Pakoda	Rs. 50.00
15	Chicken curry (02 pcs)	Rs. 90.00
16	Chicken Kanti boneless	Rs. 110.00
17	Mutton Kanti	Rs. 130.00
18	Mutton Kabab	Rs. 150.00
19	Mutton Yakhni (2 Pcs)	Rs. 130.00



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20	Gustab 2 pcs	Rs. 150.00
21	Rista 2 pcs	Rs. 150.00
22	Rogan Gosh 2 pcs	Rs. 120.00
23	Tabak Maz 1pc	Rs. 120.00
24	Mutton curry	Rs. 110.00
25	Mutton Kurma	Rs. 120.00
26	Paneer Tikka	Rs. 50.00
27	Kashmir Khawa per cup(with dry fruit)	Rs. 25.00
28	Kashmiri pulawa	Rs. 120.00
29	Allo Chips (1 plate)	Rs. 30.00
30	Vegetable Biryani	Rs. 100.00
31	Vegetable Palav	Rs. 100.00
32	Butter Paratha (1 Psc)	Rs. 30.00
33	Aloo Parata (1 Psc)	Rs. 20.00
34	Plain Parata (1 Psc)	Rs. 15.00
35	Nan Plain (1 Psc)/ Butter Nan (1 Psc)	Rs. 20.00/Rs. 30.00
36	Tandori Nan (1 Psc)	Rs. 15.00
37	Sheermal (1 Psc)	Rs. 15.00
38	Chappati (1 No.)	Rs. 07.00
39	Chola Butora per plate (2 Nos. Butora)	Rs. 50.00
40	Curd (200gm)	As per print/present market rate
41	Mineral Water	As per print/present market rate
42	Juice (Real/Tropicana) 100ml	As per print/present market rate

These rates are exclusive of Service Tax @ 15%

Note: The figures given above are valid during FY 2019-20 and FY 2020-21, and are likely to be revised upwards with time keeping pace with market prices.

Meal Timings:

Bed Tea	7.00 - 7.30 a.m.
Breakfast	8.30 - 9.30 a.m.
Lunch	12.30 - 2.00 p.m.
Dinner	8.00 - 9.30 p.m.
Special Group Lunch	1.00 to 2.00 p.m.
Special Group Dinner	8.30 - 10.00 p.m.
Coffee/Tea/Snacks/cold drinks	As per convenience of steward



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- Violation of meal timings shall be viewed seriously by the steward. Guests are advised not to put undue pressure on the Guest House Staff to serve meals outside the scheduled timing. Meal timings can be changed by Faculty-Incharge-GH only after due notification and wide publicity.

Notes:

- **No Room Service:** Delivery of food (except bed tea and drinking water) e.g. meals, snacks, tea, coffee, cold drinks in the rooms is strictly forbidden. An exception is supply of tea/coffee/cold drinks and snacks during approved official meetings and placement interviews held in the rooms. The facility is, however, discouraged even for approved meetings.
- No food (except tea, coffee and cold drinks) shall be served in lounges, corridors or any other place except the dining hall and other designated places.
- Ordinarily no meals or tea/coffee will be served in the dining hall between 10.00 pm and 6.30 am.
- Drinking water from the tap, filtered and Aqua guard, will be provided to every guest.
- There is provision for special “packed meals” for guests leaving the guest house well before meal times. The steward shall provide this facility except when it causes a serious inconvenience to him.
- Special parties, large or small, can be organized in the guest houses for both official functions such as conferences, short term courses, visit of special dignitaries etc and private functions. Special timings have to be followed for such events, if the Dining Hall is used.

VIII. Information

For information on the guest house, employees, students, alumni and visitors may visit the Institute web site or contact the steward at the reception. They may also feel free to contact:

Dr. Mukund Dutt Sharma, Faculty-In-Charge

Institute Guest Houses, N.I.T., Srinagar, J & K – 190 006, India

Email: mukund.sharma@nitsri.ac.in

Telephone: +91194-2427426, 2420475 (FAX); +919882241895 (M)

IX. Miscellaneous

- Accommodation charges are approximately on 24 hour basis, with night accommodation playing a crucial role. Persons checking in or out between 9 pm and 6 am will be charged one extra day's tariff, if in the opinion of the Faculty-Incharge, Guest House, another guest has been deprived of accommodation because of occupation of the room during normal sleeping hours. This provision can be waived at the discretion of the guest house management when there is reduced demand for rooms.
- There will be a minimum charge of one day on every guest irrespective of the duration spent in the guest house.
- Accompanying spouses and minor children will be given the same category as the main guests.
- Staying in the guest house much beyond the legitimate period of business is not permitted, even if the guest is willing to pay the tariff.
- If a guest damages any institute property, litters the environment, spits, drinks, smokes, misbehaves or causes any other nuisance, the institute shall recover from him (or from the person making the booking) the cost of correcting the damage along with a management cost



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and a punitive cost to be decided by the FIC-Guest House or a higher authority.

- In case of any complaints, or suggestions guests and their hosts should communicate in writing with :
 - (a) Faculty-Incharge Guest House,
 - (b) Registrar, or
 - (c) Director
- Any legal issues resulting out of guest house services shall be decided within the jurisdiction of Srinagar courts.

X. Exceptions

Not with standing anything stated in these regulations, the Director, at his discretion, can authorize administrative measures different from those stated above for meeting unanticipated circumstances, or the improvement of services.