



राष्ट्रीय प्रौद्योगिकी संस्थान श्रीनगर

NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR

(An autonomous Institute of National Importance under the aegis of Ministry of Education, Govt. of India)
Hazratbal, Srinagar Jammu and Kashmir, 190006, INDIA

Guidelines for NIT Srinagar Guest House:

1. Check-in and Check-out Timings:

- Guests can check-in to the guest house starting from 12:00 (noon).
- Check-out time is at 12:00(noon) on the day of departure.
- Please adhere to the check-out time to allow for efficient cleaning and preparation for incoming guests.

2. Reservations:

- Guests are required to make reservations in advance to ensure availability.
- Reservations can be made by contacting the guest house reception or through the designated reservation e-mail guesthouse@nitsri.ac.in , no other mode will entertained.
- It is advisable to provide accurate information while making reservations, including the number of guests, duration of stay, and any specific requirements.

3. Room Allocation:

- Room allocation is subject to availability and is at the discretion of the guest house management.
- Specific room requests can be made, but they are not guaranteed and depend on availability at the time of check-in.

4. Food Services:

- The guest house provides dining facilities for guests.
- Meals are available at designated times, which are displayed or communicated by the guest house staff.
- Guests can enjoy a variety of meals, including breakfast, lunch, and dinner, prepared by the guest house kitchen.
- Special dietary requirements or food preferences can be communicated in advance to the guest house staff.

5. Guest Conduct:

- Guests are expected to maintain a respectful and courteous demeanor during their stay.



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- Noise levels should be kept at a minimum to ensure a comfortable environment for all guests.

- Any damage caused to the guest house property or facilities by guests will be the responsibility of the guest and may incur additional charges.

6. **Smoking and Alcohol Policy:**

- NIT Srinagar Guest House follows a strict no-smoking policy in all indoor areas, including guest rooms.

- Designated smoking areas are available outside the guest house building.

- Consumption of alcohol is prohibited within the guest house premises.

7. **Visitors:**

- Visitors of guests are allowed in the designated common areas of the guest house during visiting hours.

- Visitors should register at the guest house reception and follow the guest house rules and regulations.

- Overnight stay for visitors is not permitted without prior permission from the guest house management.

8. **Safety and Security:**

- The guest house is equipped with necessary safety and security measures.

- Guests are advised to keep their valuables secured and not leave them unattended in their rooms.

- Any suspicious activity or security concerns should be immediately reported to the guest house staff.

9. **Feedback and Complaints:**

- The guest house welcomes feedback, suggestions, and complaints from guests.



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- Guests can communicate their feedback or address any concerns to the guest house reception or through the designated feedback channels.

1. Categories of Guests:

The guests visiting the Institute have been classified in three categories depending upon their involvement with the Institute. These categories along with authority for booking are described in below given table.

Type of Guest I CATEGORY- A	Guest invited by the Institute for academic or administrative purposes including examiners, selection committee members, company personnel coming for placement of students and distinguished seminar speakers. Any other person approved by the Director as an Institute guest.
Booking Authority	Director or PA to Director, PS to Registrar, Concerned Dean, Head T&P, I/C Convocation, Heads of the Departments & Centers (with a copy of an office order), Any faculty of institute.
Source of Payment	Institute Account including Institute Travel grants, Departmental Operating Grants, and 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 the proper channels.
Remarks	Accompanying spouses and minor children of category “A” guests shall also be treated as institute guests. In the case of all category “A” guests the guest house management and the steward are authorized to request documents from booking authorities, except the Director and Registrar.
Type of Guest CATEGORY- B	Visitors from other Institutes who normally, extend their facilities to the institute staff, relative of any Faculty.



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	<p>(i) The parents of the students visiting the Institute to see their ailing wards son/daughter. The accommodation shall be provided to the parents on the medical grounds of their wards on the recommendations of the Dean Students Welfare.</p> <p>(ii) Candidates coming to the Institute for job / admission interview (call letter required).</p> <p>(iii) Alumni and Patrons including accompanying spouses and minor children, on the recommendations of Dean Alumni.</p> <p>(iv) Retired employees and accompanying spouses visiting the institute for official or personal work. However, Director may include any guest in addition to the above in this category.</p> <p>(v) Guests visiting NIT for some legitimate work at the Institute, the charges being paid by the guest himself (Examples: Relatives of Employees)</p>
Booking Authority	<ul style="list-style-type: none">➤ Concerned student, Dean alumni➤ Any faculty/staff member of the institute➤ Guest himself
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	C-1: Guests invited by the 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, Student 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



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	<p>shall be billed to the person booking the accommodation.</p> <p>C-2: Guests visiting NIT for some legitimate work at the Institute, the charges being paid by the guest himself (Examples: 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. Employees and students of other Institutions where NIT Srinagar employees and students are not provided concessional tariff.</p>
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	C2: Any faculty, staff member, or student(s) from other Institute(s) (with consent of his faculty advisor or thesis
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.

2. Room Tariff for new guest house [per day, 24-hour basis]

Type of Accommodation	Category-A	Category - B	Category - C (C1 & C2)
Single/Double Occupancy	Rs. 1600/-	Rs. 1800/-	Rs. 2200/-
VIP Room or Suites	Rs. 3000/-	Rs. 3500/-	Rs. 4000/-
Room for Physically Handicapped	Rs. 2700/-	Rs. 3000/-	Rs. 3500/-
Driver's Room	--	--	Rs. 100/- Per Bed



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Extra Bedding	--	--	Rs. 200/- Per Bedding
Conference Hall	Rs 5000/per Day	Rs 5000/per Day	Rs 5000/per Day

***The above rates are exclusive of GST**

3. Room Tariff for old guest house [per day, 24-hour basis]

Type of Accommodation	Category-A	Category-B	Category - C (C1 & C2)
Single/Double Occupancy Room No (1, 2, 3, 4)	Rs. 1500/-	Rs. 1600/-	Rs. 2200/-
VIP Room No (5, 6)	Rs. 3000/-	Rs. 3500/-	Rs. 4000/-

***The above rates are exclusive of GST**

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 email message received or online booking from bonafide guests or from their hosts within the institute.
- 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.

These guidelines aim to ensure a comfortable and pleasant experience for all guests staying at the NIT Srinagar Guest House. Guests are kindly requested to follow these guidelines and cooperate with the guest house staff to maintain a harmonious environment.



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NOTICE FOR BREAKFAST, LUNCH & DINNER

- All the meals will be prepared on prior notice by the Guest
- For Lunch the food preference & lunch confirmation should come by or before 10 am.
- For Dinner the food preference & Dinner confirmation should come by or before 02:30pm
- Confirmation should be given to the receptionist as per the above timings.
- For more Queries Regarding Food Contact:
- Mr. Deepak: **9596043085** or Mr. Khan: **9596104693**