

प्रशासन

ADMINISTRATION

राष्ट्रीय प्रौद्योगिकी संस्थान श्रीनगर
NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR
(शिक्षा मंत्रालय, भारत सरकार के तत्वावधान में राष्ट्रीय महत्व का एकस्वायत्त
संस्थान)
(An autonomous Institute of National Importance under the aegis
of Ministry of Education, Govt. of India)
हज़रतबल, श्रीनगर, जम्मू-कश्मीर, 190006, भारत
Hazratbal, Srinagar Jammu and Kashmir, 190006, India



आदेश संख्या (ORDER No. 660): ऑफ (of) 2023

दिनांक (Date): 25 / 05 / 2023

Based on the recommendations of the Committee and pursuant to approval of the Competent Authority, the following categorization of Guests, Room Tariffs and booking procedures for the Institute Guest House (old & New Guest House) are hereby circulated for the information of all the concern:

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 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 & Centres (with a copy of an office order), Any faculty of the 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. (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. (ii) Candidates coming to the Institute for job / admission interview (call letter required).

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	<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	<p>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 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>
Booking Authority	<p>Faculty, officers, staff members, students (for parents/guardians only, with the consent of faculty or thesis advisor) of the Institute. Professor in-charge of the Guest House may accept requests from ex-employees, alumni and persons doing business with the Institute at his discretion, after ascertaining identify and genuineness of purpose.</p> <p>C1:</p> <ul style="list-style-type: none"> (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. <p>Note: The officer/faculty making the booking must be satisfied that he has the financial authority to do so.</p>
	C2: Any faculty, staff member, or student(s) from other Institute(s) (with consent of his faculty advisor or thesis supervisor).
Source of Payment	<p>For guests of type C1: the concerned account.</p> <p>For guests of type C2: the person making the booking or the guest himself.</p>

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Billing/Payment Procedures	<p>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.</p> <p>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.</p>
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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
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

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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.

I. Booking Procedure

- Guest House booking shall normally be done online by sending an email to the guest house email i.e. guesthouse@nitsri.ac.in. When there is a difficulty in making an online reservation, a room or other facility can be booked by a written request in 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 database 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
- 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.

II. 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 served" basis.
- All bookings of category B and C2 shall be provisional till one week prior to the date of expected occupancy.

III. 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.


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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.

IV. Cancellation of Booking

- A booking can be cancelled with charge INR 500/- 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.

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.
- Purified drinking water will be provided to every guest.


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Registrar


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सं./No.: (एनआईटीएस/NITS)/ADM)/2023/16

दिनांक/Date: 25/05/2023

प्रतिलिपि/Copy To:

1. All Deans/HoDs/HoCs/DRs/ARs/Estate Officer/other Controlling Officers for information.
2. P.A. to Director for kind information of the Director
3. Web Developer for uploading on the Institute Website
4. Concerned File
5. General Order File