



अटल बिहारी वाजपेयी -  
भारतीय सूचना प्रौद्योगिकी एवं प्रबंधन संस्थान, ग्वालियर  
(राष्ट्रीय महत्व का संस्थान, मानव संसाधन विकास मंत्रालय भारत सरकार के तहत)

Atal Bihari Vajpayee-  
Indian Institute of Information Technology & Management, Gwalior  
(An Institute of National Importance under Ministry of HRD, Government of India)

**Visitor Hostel Guest House Booking Form (Pocket B, ABV-IIITM Gwalior)**

1. Name of the Guest: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Number of guests: \_\_\_\_\_
4. Number of Rooms required: \_\_\_\_\_
5. Room/Facility Type: Single Occupancy/Double Occupancy/VIP Suite/Kitchen & Dining Hall/Meeting Hall (furnished)/Meeting Hall/Lounge/Lawn: \_\_\_\_\_

Arrival Information		Departure Information	
Date:	Time:	Date:	Time:

6. Purpose of booking: \_\_\_\_\_

7. Applicable Tariff Category\*: \_\_\_\_\_

*GST charges are included in these rates. The details of various categories and rates are given backside on this form.*

**Undertaking**

- (a) I hereby undertake to vacate the room in the guest house, if allotted, on the expiry of the sanctioned period. In case I fail to do so, I will be liable to be charged panel rent equivalent to 4 times the normal rent on a daily basis.
- (b) I have read the terms & conditions (on the back side of this form), which are acceptable to me.
- (c) Boarding/Lodging charges will be paid by the Guest or not:.....
- (e) The guest will be treated as an Institute guest. Approval from competent authority is attached.
- (f) Remarks (if any) \_\_\_\_\_

**Details of the applicant/proposer for guest house booking:**

Name	Designation	Department	Employee code/ Entry number	Mobile Number

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

***For Office use only***

***Approved/Not Approved***

Room No	Entered at Sr. no and page-no	Date of entry	Date of booking with check In & check out time	Remarks

Faculty Incharge (Guest House)/Director





विश्वजीवनमृतं ज्ञानम्

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### Terms and Conditions

- Check-in and Check-out time will be 01:00 pm and 11:00 am, respectively.
- One-day minimum charge shall be levied for all bookings unless these are cancelled at least 24 hrs before the commencement of the booked date. Similarly, in case a guest fails to occupy the booked accommodation, the same will be cancelled after one day of the booking date.
- Students requiring accommodation for their parents must get their requisition forwarded through their respective Wardens and Dean of Students.
- Not more than two persons will be allowed in a double occupancy bedroom.
- Booking is not permitted for guests undergoing medical treatment/ advice who are suffering from contagious disease, bedridden, or post-delivery cases.
- Pets/Dogs/Cats etc. are not allowed in the Guest House.
- MHRD/Govt. of India clearance is required for the guest/visitors holding a foreign passport for staying in the Guest House.
- In case of emergency due to heavy booking, a single occupant of the room may be asked to share the accommodation with another guest. The accommodation in the Guest House shall be provided to the people in the order of precedence in which they are shown in the table.
- Request for availing dining facility to be communicated well in advance at the reception.
- Accommodation will be provided on the basis of approval of competent authority and subject to availability.

The competent authority reserves the right to cancel/amend/reschedule the booking.

Type of Room	Charges (Per Day)		
	Institute Guests (Category A)	Institute Invited Guests for any academic/admin work or activity, Faculty/staff/students/alumni and their family (Category B)	Others (Category C)
Single Occupancy	Free/Paid by Institute	700	1100
Double Occupancy		1100	1800
VIP Suite		1500	2500
Driver Room		300	500

Type of Facility	Facilities# Charges (Per Day)		
	Institute Guests/Events (Category A)	Faculty/staff/students (Category B)	Others (Category C)
Kitchen and Dining Hall	Free/Paid by Institute	2000	3000
Meeting Hall (with Chairs, and Tables)		3000	4000
Meeting Hall without chairs		2000	3000
Lounge		3000	4000
Lawn		2000	3000

# For the facility, **electricity charges are extra** as per the actual consumption, and the rates are as per institute norms.

\*supporting document w.r.t. institute guest to be attached with booking form failing which guest will be automatically covered under Category C. For enquiry kindly contact at [visitorhostel@iiitm.ac.in](mailto:visitorhostel@iiitm.ac.in)

Account Details: Director ABV IIITM MDP EDP, A/C No.: 945210110007278;  
IFSC Code: BKID0009462

