



**Hostel Guest House/Student Guest Requisition form for booking/ cancellation
of accommodation**

Accommodation Required (Tick the appropriate column)

1. University / Student Guest & Booking details

Name:		Purpose of Visit (Official/ Parent/Sibling with the student)	
Address:		Age & Relationship	
Phone No.:			
E-mail ID			
No. of the Persons:			
Type of Room:	Standard AC <input type="checkbox"/>	Student Room <input type="checkbox"/>	
Arrival		Departure	
Date:	Time:	Date:	Time:

2. Bill(s) to be settled by:

Guest: <input type="checkbox"/>	Indenter: <input type="checkbox"/>	University/Department: <input type="checkbox"/>
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3. Indenter's Profile:

Name:		Relation with Guest:	
Enrolment No:		Room No:	
Ph. No.:		Signature:	
E-Mail ID			

Signature
Hostel Authorities

Norms, Guidelines and other information for Guests/Visitors

A) Booking Procedure and Conformations:

1. For booking of guest house, duly filled in forms, forwarded by respective wardens may directly be submitted at the hostel office.
2. The bookings are purely provisional and subjective to availability.
3. Priority will be given to parents and siblings of hostel residents (Mentioned in the hostel admission form only).
4. No telephonic bookings/cancelations will be entertained.
5. The room will be allotted on the condition that if necessary the allottee shall have no objection in sharing accommodation with other guests (Female with Female and vice-versa).

B) Guest Specific Information:

1. Check -in Check-out facility: 10:00 AM to 10:00 AM (next day)
2. Approval for the extended stay has to be obtained beforehand.
3. Meals can be booked in hostel office.10:00 AM to 5:00PM.
4. Guests are advised to get the rooms cleaned in their presence only. The hostel authorities will not be responsible for any loss of life or property of the guests and theft/damage or any other reasons.
5. Consumption of Narcotics/Alcoholic drinks and smoking is strictly prohibited.
6. In order to keep bills ready and minimize inconvenience at check-out time, the hostel office should be kept informed about the exact departure well in advance.
7. The guest is required to verify/certify the final bill and pay all the dues wherever applicable before departure.
8. Any guest inviting visitors or more guests without prior permission will be punished with fine of Rs. 500/- in addition to the guest charges.

C) Guest Stay & Mess Charges

Sl. No.		Student Guest (Days Scholar) (Per day charges)	Parents/Siblings (Per day charges)	Other Guests (Per day charges)	IGDTUW core team*
1	Stay Charges	Rs.250/-(per head)	Rs.1000/-(per head)	Rs.1200/-(per team)	Rs.1000/- (per team)
2.	Mess Charges	Rs.150/-(per head)	Rs. 200/-(per head)		Rs.150/- (per head)
	Total	Rs.400/- (Per head)	Rs.1200/-	Rs.1400/-	Rs.1150/-

Mode of Payment: The payment for the same shall be done through NEFT/RTGS/IMPS and the Slip/Receipt has to be submitted in the hostel office.

Note: Mess charges have to be paid separately.

** Team refer to the group of students who are core members of events in the college and need hostel accommodation during the fest days for smooth functioning of the university event .*

The Payment details are given below:

Name of the Account: "IGDTUW Hostel Welfare Fund"

Account No: 09001000015067, IFSC: PSIB0001098

Branch: GGSIP University, Kashmere Gate.

D) Responsibilities of Guest

The guest shall abide by all the terms & conditions stated above. The residents inviting guests will take personal responsibility for the genuineness, behavioral issues and any damages caused by them during the stay.