



भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर

Indian Institute of Information Technology, Nagpur

“An Institution of National Importance by an Act of Parliament”

Survey No. 140,141/1 Behind Br. SheshraoWankhadeShetkari Soot Girni, Village: Waranga,
Po: Dongargaon (Butibori), District : Nagpur (Maharashtra) -441108

Website: www.iiitn.ac.in Email: director@iiitn.ac.in, registrar@iiitn.ac.in Phone: 9405215010

GUEST HOUSE

Rules for the Allotment of Guest House Accommodation

1. The request for accommodation in a Guest House should be submitted to the Guest House In-charge (guesthouse@iiitn.ac.in / aosd@iiitn.ac.in) through the **duly filled Requisition Form available on the Institute website with the Xerox copy of Id proof & proof of advance payment as per the tariff give below.**
2. The confirmation for the acceptance of the Guest House accommodation request will be given after permission from the Competent Authorities (Category wise) mentioned below.
3. The check-in time starts at 08:00 AM however for the purpose of accounting day means 24 hours from the time of check-in.
4. Non-official booking should not be for more than 7 days which can be extended up to 14 days depending upon availability on the last day of booking with the approval of the Competent Authority.
5. The Institute may at its discretion can cancel any booking & may offer alternate available accommodation (if any) due to Institute requirements with the approval of the Competent Authority.
6. For all group/bulk bookings a written confirmation should be sent by the host through Registrar to the guest house about the exact number of rooms required/ list of participants and the invitees before 5 days of the commencement of the event.
7. **While booking 100% of the Room Rent is to be given as advance, for Category C.**
8. For the cancellation of all confirmed bookings shall be done 24 hrs before the arrival date after that 50% of the room rent for the room booked will be charged, for Category C.
9. For damage of, the guest is liable to pay for the damages.
10. The Institute shall not be responsible for any loss or damage to a person or the property of the Guest during his/her stays in the Guest House.
11. The Rate of GST will be charge as per Government Rules applicable fromtime to time.
12. No unauthorized person shall be allowed to stay in the Guest House.
13. **DD / Online Transfer / RTGS / NEFT / Cheque** Payment mode for the Guest House rent will be allowed on the below mention Account details.
14. If the payment made by DD / cheque then it will be in favour of The Director, IIIT Nagpur.
15. For payment through Online Transfer click on the given link –
URL <https://www.onlinesbi.sbi/sbicollect/collecthome.htm>

MERCHANT NAME: INDIAN INSTITUTE OF INFORMATI

UPI ID: ACADEMICFEE@SBI

SCAN & PAY



Description of Categories & Room Tariffs

Category	Eligibility	Authority	Room Tariffs Rent Including GST (12%)			
			Type	Basic Amount	GST 12%	Total
CAT "A"	<ul style="list-style-type: none"> ● Statutory Committee /Members of (BOG, B&W, F C, SENATE, Special Cell, Staff Selection Committee of IIIT Nagpur). ● External Examiners. ● All IIITs, NITs, IITs, Director & Former Directors. ● MoE Official attending the meeting of IIITN. 	Director/ Registrar	Single Occupancy (S/B) (AC)	Rs. 800/-	Rs. 96/-	Rs. 896/-
			Single Occupancy (D/B) (AC)	Rs. 800/-	Rs. 96/-	Rs. 896/-
			Double Occupancy (D/B) (AC)	Rs. 1000/-	Rs. 120/-	Rs. 1120/-
CAT "B"	<ul style="list-style-type: none"> ● Visitors related to Training and Placement activities of IIITN. ● Examiners invited by IIITN ● Faculty/Visitors visiting IIITN in connection with joint research/consultancy taken up by IIITN. ● Faculty/Experts from Industry/Research Labs etc. invited to delivery of lectures in IIITN. ● Participants of Refreshers/Short Term Courses, Workshops, Seminars, and Conferences organized by IIITN ● Invitees for Activities of IIITN such as Tantra-Fiesta, Abhyakti, and Annual Gathering. ● Invitees/ Experts/Officers visiting IIITN for Academic Financial Audit 	Registrar	Single Occupancy (S/B) (AC)	Rs. 1000/-	Rs. 120/-	Rs. 1120/-
			Single Occupancy (D/B) (AC)	Rs. 1000/-	Rs. 120/-	Rs. 1120/-
			Double Occupancy (D/B) (AC)	Rs. 1200/-	Rs. 144/-	Rs. 1344/-
CAT "C"	<ul style="list-style-type: none"> ● Parents/Guardians or relatives of students studying in IIITN. ● Service Engineers visiting IIITN for AMC/ Maintenance Jobs. ● All those not covered under categories A & B 	Registrar	Single Occupancy (S/B) (AC)	Rs.1200/-	Rs. 144/-	Rs. 1344/-
			Single Occupancy (D/B) (AC)	Rs. 1200/-	Rs. 144/-	Rs. 1344/-
			Double Occupancy (D/B) (AC)	Rs. 1500/-	Rs. 180/-	Rs. 1680/-

Note: The Rate of GST will be charge as per Government Rules applicable from time to time.

-----sd-----
Kailas N. Dakhale
Registrar