

BIRLA INSTITUTE OF TECHNOLOGY  
MESRA, RANCHI

**Guest house reservation policy**

The institute has two guest houses as follows:

1. International Guest House (IGH)
2. Old Guest house (OGH)

**Reservation policy**

1. Booking requests will be accepted on all seven days a week as per following details:

For booking in IGH	Guest hose booking office IGH Reception Counter	During Inst Working hours During Non working Hours
For booking in OGH	Guest hose booking office	During Institute working hours
	OGH	During non working hours of institute between 07:00 AM to 09:00 PM
For booking through E-mail for guests from outstation	Email at <a href="mailto:guesthouse@bitmesra.ac.in">guesthouse@bitmesra.ac.in</a> with copy to <a href="mailto:ar.estate@bitmesra.ac.in">ar.estate@bitmesra.ac.in</a>	

2. Booking will be done as per availability of rooms. In general first come first serve basis however institutional commitments will have priority over other commitments.
3. Guest house check in time will be 12:00 noon and check out time will be 10:00 AM.
4. Booking request for conference/ Seminars/ workshops /Fest etc. will be done only on production of approval of competent authority for organizing the conference /seminar etc.
5. Personal bookings can be done maximum 15 days in advance.
6. All students' applications to be forwarded by Warden /Asst Warden / HOD/DOSA.
7. Non official bookings will be done for maximum four days at a time which can be further extended up to six days depending upon the availability on last day of booking with approval of In-Charge Guest House. For extension beyond 6 days, permission of the Registrar will be mandatory.
8. For non official bookings maximum number of rooms cannot exceed 12 for a single applicant depending upon the availability.
9. All booking requests from other educational institutions or government organizations will be approved by the Registrar.
10. All booking request from Alumnus of this institute for themselves or their family should be routed through Dean Alumni Office.
11. The management of the guest house may at its discretion cancel any unofficial booking or may offer alternate available accommodation (If any) due to institutional commitments with approval of In-charge Guest House.
12. No visitors will be allowed to the guest room s without informing reception.
13. Extra bed facility in rooms is not available.
14. Any damage or loss to the rooms/amenities / equipments / linen etc by the occupants will be charged to the guest under C/D category and to the host under cat A /B.

## **Cancellation**

1. Cancellation for all confirmed individual booking shall be done 24 hours before the date of arrival in writing (email), failing which 20% of room rent for the room booked will be charged to the applicant under category C.
2. For all group bookings for conference / seminars / workshops etc. a written confirmation should be sent by the host to the In-charge Guest house about the exact number of rooms required, list of participants and invitees. This confirmation should reach the guest house 3 days before the commencement of the event failing which the said booking will be treated as cancelled.

**Tariff per Day**

<b>International Guest House (IGH) (All AC Rooms)</b>					
Sr No	Type of Room	No of Rooms	Room Rent excluding GST		Remarks
			Single Occupancy	Double Occupancy	
01	Suite Room	04	2500		To be booked with concurrence of Registrar
02	Large Room (Two single beds)	16	1500	2000	20 % discount on room rent to (i)Personal guests of faculty/staff (ii) Alumnus for themselves and their family
03	Mezzanine Room (Two single beds)	06	1200	1500	
04	Small rooms (One Queen size Bed)	08	1000	1200	

<b>Old Guest house (OGH) ( Presently under renovation)</b>					
Sr No	Type of Room	No of Rooms	Room Rent excluding GST		Remarks
			Single Occupancy	Double Occupancy	
01	Suite Room	04	2500		To be booked with concurrence of Registrar
02	Double bed Room	08	1200	1500	20 % discount on room rent to (i)Personal guests of faculty/staff (ii) Alumnus for themselves and their family

Tariff for faculty and staff joining the institute on transfer or new appointment	
Period	Room Rent
1 <sup>st</sup> seven days	10% of applicable room tariff
8 <sup>th</sup> to 15 <sup>th</sup> day	50% of applicable room tariff
16 <sup>th</sup> Day onwards	100% of applicable room tariff

**Note:** Room rent is exclusive of food charges. Food charges have to be borne by the Guest / Host depending upon the nature of booking.

**Tariff for booking of venue for personal /social functions by faculty & officers**

Sl. No	Event	Venue	Conditions	Max Duration	Rates
01	Social functions of Faculty/Officers (Birthday/Anniversary/ Small get-together of maximum 70 persons)	IGH Dining Hall with IGH furniture	(i) Other than Dinning Hall timings for the IGH Guests. <b>OR</b> If during Dining Hall timings , then number of IGH Guests are manageable with room service. (ii) Not permitted to put any stickers on the walls of Dining Hall. (iii) Music volume to be kept low to avoid disturbance to the IGH Guests in the rooms.	Upto 03 Hrs.  (Compulsory closing time 10:00 PM)	(i) 3000/- rent for 3 Hrs. (ii)Electricity charges: 200/-besides rent. (iii)Water Charges: 200 Besides rent (iv) Cleaning charges 400/- besides rent.  <b>and</b> <b>Security Deposit of Rs 4000/- at the time of Booking</b>
02	Social functions of Faculty/Officers (Organising Lunch/Dinner with maximum 150 Persons)	IGH Lawn. All other logistics by the Faculty/Officers organising the event.	(i) No stickers to be put on any wall of the IGH. (ii) Music volume to be kept low to avoid disturbances to the IGH Guests inside the rooms. (iii)No damage to the Institute property.	Full day/Half day booking since logistic part is involved.  Event closing time will be compulsorily 1000 PM.	(i) 8000/- rent for half/full day. (ii)Electricity charges: 1000/-besides rent. (iii)Water Charges: 1000 Besides rent. (iv) cleaning charges: Rs 800/- besides rent. <b>Security Deposit of Rs 10000/- at the time of Booking.</b>
<p><b>Important:</b>1. Events with political overtones /marriages will not be permitted at IGH Lawns. 2. Waste disposal will be responsibility of the user else Rs 800/- may be deducted. 3. Damage if any to the institute property will be recovered from the user.</p>					

**Category of Guests and booking authority**

Type of guest	Eligibility	Authority	Payment
A	BOG Members, Former VCs and Registrars of BIT Mesra, External Examiners, Guests invited by the institute for Academic / Administrative work. Placement activity related guests	VC / Deans / Registrar / HODs /In-charge of Departments.	Institute
B	Guests related to project/conference/ Seminar/ workshop/ training etc.	PIs of projects / Co-coordinators of the events	Funds from the Project / Event
C	Parents of students	Warden/ Asst Warden /HOD/DOSA	By the individual before checking out. If not then employee making the request for booking.  20% advance payment on confirmation of availability. Booking confirmation will be done on receipt of advance.
	Family and Relatives of employees / Ex faculty & officers	Self with copy of ID card / Superannuation or relieving letter attached with application form	
	Alumnus of BIT Mesra	DAIR	
	Guests from other academic Institution (IITs / NITs / IIITs / CFTIs /Universities/Institutes)	Registrar /In-charge Guest house	
D	Guests related to infrastructure projects / officials called for Installation or Demo of equipments/ Consultations.	Deans/HODs/Registrar/ In-charges	By the Individual / By the institute with prior approval of competent authority
E	Guests not covered under the above categories	Registrar / In-charge Guest House	Individual

Contact Details:

In-charge Guest house: Assistant Registrar (Estate)

[ar.estate@bitmesra.ac.in](mailto:ar.estate@bitmesra.ac.in)

Ph: 0651-2275352 Ext 4632

Mob: 9106255694