

**Indian Institute of Engineering Science and Technology, Shibpur**

**Policy for Use and Rent of Institute Facilities like Institute Hall, Alumni Seminar Hall etc.**

Sl. No.	Name of facility	Policy/purpose of booking	Recommending authority	Rent
1	Institute Hall	(i) Any institute programme*	Heads, Deans and Registrar	Nil
		(ii) Seminar/conference/workshop etc. organized by various Department/ Schools/ Centers	Heads, Deans and Registrar	Rs. 2500 per day
		(iii) Programme organized by Govt. organizations	Registrar	Rs. 10000 per day
		(iv) Cultural programme / meeting organized by nearby Govt Aided Schools and ex-teachers & staff forum	Registrar	Rs. 2500 per day
		(v) Alumni get together	Dean (IR&AA)	Rs. 5000 per day
		(vi) Meetings of registered associations/societies within IEST Shibpur (except political meetings)	Registrar	Rs. 2500 per day
2	Alumni seminar hall	(i) Any institute programme*	Heads, Deans and Registrar	Nil
		(ii) Seminar/conference/workshop etc. organized by various Department/ Schools/ Centers	Heads, Deans and Registrar	Rs. 1000 per day
		(iii) Programme organized by Govt. organizations	Registrar	Rs. 2500
3	Lords play ground	(i) Any institute programme and sports / cultural activities	Heads, Deans and Registrar	Nil
		(ii) Sports organized by local Govt. organizations	Registrar	Rs. 8000 per day
		(iii) Sports organized by local schools	Registrar	Rs. 4000 per day
		(iv) Sports organized by alumni	Dean (IR&AA)	Rs. 4000 per day
		(v) Sports organized by private organization with the approval of the Director, IESTS	Deans and Registrar	Rs. 15000 per day
4	Oval play ground	(i) Sports organized by IEST, Shibpur	Heads, Deans and Registrar	Nil
		(ii) Sports organized by local Govt. organizations	Registrar	Rs. 10000 per day
		(iii) Sports organized by local schools	Registrar	Rs. 5000 per day
		(iv) Sports organized by alumni	Dean (IR&AA)	Rs. 5000 per day
		(v) Sports organized by private organization with the approval of the Director, IESTS	Deans and Registrar	Rs. 25000 for a full day (8 am-8 pm) Rs. 20000 for 8 hours within 8 am-8 pm
5	Quarter No. A 37 or any other quarter designated by the authority for social programme	(i) Any institute programme*	Heads, Deans and Registrar	Nil
		(ii) Seminar/conference/workshop etc. organized by various Department/ Schools/ Centers (not paying overhead)	Heads, Deans and Registrar	Rs. 2000 per day
		(iii) Family programme of employees and ex-employees (family means in general father/mother, son/daughter and brother/sister having blood relationship)	Registrar	Rs. 2000 per day
		(iv) Alumni programme	Dean (IR&AA)	Rs. 2000 per day

Sl. No.	Name of facility	Policy/purpose of booking	Recommending authority	Rent
6	Netaji Bhawan	(i) Any institute programme*	Heads, Deans and Registrar	Nil
		(ii) Alumni programme	Dean (IR&AA)	Rs. 4000 for a full day Rs. 2000 for half day
		(iii) Any other programme conducted by campus community with the approval of Director	Deans and Registrar	Nil
7	Any other quarter	(i) Any institute programme*	Heads, Deans and Registrar	Nil
		(ii) Family programme of employees and ex-employees (family means father/mother, son/daughter and brother/sister having blood relationship)	Registrar	Rs. 1000 per day
8	Ground in front of M. N. Dastur Building and Flag hosting ground	(i) Any institute programme*	Heads, Deans and Registrar	Nil
		(iii) Booking for seminar/conference/workshop etc. organized by various Department/ Schools/ Centers (not paying overhead)	Heads, Deans and Registrar	Rs. 2000 per day
		(iii) Alumni programme	Dean (IR&AA)	Rs. 2000 per day
9	Any other ground in front of quarters	(i) Any institute programme*	Heads, Deans and Registrar	Nil
		(ii) Family programme of employees and ex-employees (family means father/mother, son/daughter and brother/sister having blood relationship)	Registrar	Rs. 1 per sq. ft. per day (min Rs. 500)
10	Bank / other Govt. Organizations	To create service facilities	Registrar	As per Gol rules
11	Medical shop / other shops/ canteens/other infrastructure (Infrastructure provided by institute)	To create service facilities	Registrar	Rs. 12 per sq. ft. of carpet area/month
12	Medical shop / other shops/ canteens (open area)	To create service facilities	Registrar	Rs. 10 per sq. ft./month
13	Guest House	See Annexure B		

\*All official programmes sponsored and approved by the competent authority of IEST Shibpur. Also, seminar/conference/workshop etc. organized by various Department/ Schools/ Centers where overhead is paid will be considered as Institute Programme.

Note:

- (i) Approving authority: for internal purpose the Dean (PD), IESTS and for others the Director, IESTS.  
(ii) Order issuing authority: The Registrar, IESTS
- All records for booking and issuance of order will be done by the Office of the Registrar, IESTS.
- The electricity charges for Madhusudan Bhawan and its back yard, Quarter No. A 37 & any other quarter, Bank, Medical shop / other shops, Canteen should be charged as actual basis.
- The person booking the facility must take care of solid waste generated during the programme organized.
- The canteens/ other shops must clean its surroundings and drainage/sewerage system.
- Any damage to the property should be resorted by the organization/person making the booking.
- During booking caution money (refundable) amounting Rs. 2000 amount should be collected. The amount will be refunded after getting a clearance certificate from the compound section.
- One day means 8 AM to 8 AM.
- Cultural programmes should not be extended beyond 10 pm in normal circumstances.
- The Director, IEST Shibpur is empowered to waive any charges in some special cases and shall have the power to cancel any booking.

**Indian Institute of Engineering Science and Technology, Shibpur**

**Rent and Policy for Guest House**

Category of guests and room rent

Category	Description	Recommending Authority	Payment Mode	Rate* (Rs.) per day	
				Full Room	Sharing Room
A1	Guest invited by the Institute for academic, administrative work, campus interview and other institutional programme	Dean/ Registrar / Head of Department, Schools and Centers	By the Institute through respective departments	1800	-
A2	Guest/individual visiting institute in connection with Scheme/Project /Consultancy/ Short term courses, seminars / conference etc.	Principal Investigators (in case of project or consultancy)/ Coordinator in case of Short-term courses, Seminars / Conference etc.	By Dean (R&D) through project / Coordinator through respective accounts of the events	1800	-
A3	Alumni and their family members	Dean (International Relations & Alumni Affairs)/Head of concerned Department/Registrar	By individual	1800	-
B1	Students and Students' Parents / legal Guardians	Dean (Academic)/Dean (Student welfare)/ Registrar / Heads of the Departments/ Warden of concerned Hostel	By the Individual. If charges are not paid by the guest then person making the booking is required to clear the bill	1400	900
B2	Faculty, Officers & staff and their family members; Ex- Faculty, Officers & staff and their family members	Any permanent faculty/ Registrar/Deputy Registrar/ Assistant Registrar	By the Individual. If charges are not paid by the guest then person making the booking is required to clear the bill	1400	-
C	Guests not covered under A1, A2, A3 and B.	Through Registrar /Deans	By the Individual before checking out. If charges are not paid by the guest then person making the booking is required to clear the bill	2400	-

**NOTE:**

- The Director, IEST Shibpur is empowered to waive the room rent in special cases.
- Rent for Non-AC single room is Rs. 300/- per bed and AC single room is Rs. 600/- per bed.
- Lounge may be booked for institute programme and for other meetings conducted by Govt. Organization, Alumni Association/Batch and Ex-faculty Forum. The rent for institute programme is nil and for other purpose Rs. 500 per hour with maximum of Rs. 3000 for 24 hours and Rs. 750 per hour including dining hall with maximum of Rs 4500 for 24 hours.
- One extra bed may be arranged in double bedded rooms with an extra payment of Rs. 500/- per day.
- For B1 category guest: only one room can be booked with a rate of Rs. 1400 at a time.
- For A3 and B category guest: more than one room may be booked with a rate of Rs. 2400.00.
- Application form for Booking of accommodation in Guest House enclosed.

\*The rates include GST, complimentary breakfast and water.

### General Norms for the Institute Guest House

1. The management of the guest house may, at its discretion, cancel a booking or offer another type of accommodation (e.g. A bed on twin sharing basis instead of a full room), depending on the demand for accommodation on a particular day.
2. Duration of stay: Ordinarily a person will be allowed to stay for a period not exceeding five days at a stretch. However, under special circumstances, he/she may be permitted to stay for more days if rooms are available.
3. All guests are expected to maintain the properties of the guest house and any damage/loss incurred by a Guest will have to be compensated by the concerned Guest / or the person making the booking.
4. The guests are advised to keep the decorum of the institute and should not disturb others.
5. Washing of cloths is not permitted in the guest house.
6. One day minimum charge shall be levied for all bookings (except A1 category) unless these are cancelled at least 48 hours before the commencement of the bookings.
7. The persons who have got the room reserved are liable to pay the charges in case of cancellation of reservation without any prior intimation.
8. Not more than 2 persons will be allowed in each double bed room. With extra bed (chargeable) one additional person can be accommodated.
9. The use of alcoholic drinks and necrotic drugs in the guest house is strictly prohibited.
10. Provision for taking food in the guest house is neither obligatory nor compulsory.
11. The normal check- out time is 11 AM and check- in time is 12 noon.
12. Dining time: Breakfast (7:00a.m.-9.30a.m.); Lunch (12.30 p.m.– 02.30 p.m.) and Dinner (08.30 p.m.–10.30 p.m.)
13. Complimentary breakfast will be served in the dining hall only.
14. The guests are requested to give feedback at reception at the time of check out.