

IISER Kolkata Accommodation

Category of Rooms

S/L No	Name of Accommodation	Category of Rooms		
		Twin Beds	Queen Size Bed	Executive Suite
1	Visitors' Hostel	22	6	2
2	Salt Lake (Liaison Off)	-	9	-
Total		22	20	2

Room Category	Room Tariff*			Categories of Guests	
Visitors' Hostel	Cat "A" (₹)	Cat "B" (₹)	Cat "C" (₹)	Cat "A"	Payment Mode
Suite (King size bed)	2000/-	2500/-	3000/-	<ul style="list-style-type: none"> Faculty, staff & students of IISER Kolkata Family members of the above Breakfast upon order (₹ 50/- per adult) Recommending authority: FICs/AR Establishment/PIs for research students/DoSA in case of all other students	By the individuals before checking out or from salary/ fellowship or the person making the booking
Queen (Queen size bed) For Single Occupancy	400/-	1000/-	1500/-		
Queen (Queen size bed) For Double Occupancy	600/-	1500/-	2000/-		
Twin (two single beds) For Single Occupancy	400/-	1000/-	1500/-	Cat "B"	Payment Mode
Twin (two single beds) For Double Occupancy	600/-	1500/-	2500/-	<ul style="list-style-type: none"> Visiting academic/administrative guests from other institutes Alumni of IISER Kolkata Guests via the members of IISER Kolkata Recommending authority: HoDs/Deans/FICs/AR Establishment/PIs for research students/DoSA in case of all other students	By guests or host by self or from PIs project, Dept., Dean etc., as maybe the case
Salt Lake (Liaison Off)	Cat "A" (₹)	Cat "B" (₹)	Cat "C" (₹)		
Queen (Queen size bed) For Single Occupancy	400/-	1000/-	1500/-	<ul style="list-style-type: none"> Visitors for non-academic purpose, industry/company guests Guests of neighboring institutes on request Recommending authority: HoDs/Deans/FICs/AR Establishment/PIs for research students/DoSA in case of all other students	By guests or host by self or from PIs project, as maybe the case
Queen (Queen size bed) For Double Occupancy	600/-	1500/-	2500/-		
				<ul style="list-style-type: none"> Guests invited by the institute for statutory Committees, academic/administrative work (eg. BoG, Finance committee, JAC, viva etc.) Guests invited by SAC for institute level students' activities Recommending authority: Registrar/ Deans/HODs	By Institute (no payment)

Room Tariff

SI. No	Policy for Special Cases	Approval/Procedure	Applicable Charges*
1	Guests for conferences and workshops	Prior approval by Director (letter via HoD/Dean/ Registrar, as the case maybe)	As per Approval
2	Post-docs from abroad/India for long term stay	Prior approval by Director (letter by Host via HoD)	10000/- month
3	UG students from abroad/India for long term stay	Prior approval by Director (letter by Host via HoD)	7500/- month
4	Visiting faculty for long term stay (up to 2 months)	Prior approval by Director (letter by Host via HoD)	12000/- month
5	Stays of Cat "A" related to medical, competitive exams (if student)	Indent via usual route. Submit Medical officer's referral and/or Doctor's prescription within a week & FIC/In-charge accommodation to verify	250/- day per room
6	Visiting Indian research students (if hostel is unavailable)	Indent should be forwarded in advance by PI via usual route	250/- day per room

Rules and Regulations

- 🏠 **Approving authority for all categories is Director/FiC/or an authorized person (by director). Hardcopy form must be submitted for every booking (in case of emergency bookings, one may submit on next working day). For tariff debit from ARF/Fellowship/Project Indent form must be submitted 24 hrs before the booking.**
- 🏠 **Faculty and staff of IISER K (Cat A) may book any of the above guest accommodation facilities by standard procedure for a maximum of 5 days in a month. If the stay of a faculty or staff exceeds 5 days in a given month, his/her case will be treated as "residing in campus" for the month in question and dealt accordingly by the institute.**
- 🏠 **Current IISER K students are not allowed to book rooms in the Visitors' Hostel for their own stay, but may book for their family members with due approval from DoSA by submitting the form along with a valid student identity card. Students may book Salt Lake accommodation (at Liaison Office) by following the above procedure for their own stay and/ or for family members.**

- Rooms can be booked through Guest House Requisition Indent available at the link http://intranet.iiserkol.ac.in/wiki/AdminOffice:Guest_House
- Booking of suite rooms in Visitors' Hostel requires approval from Director/Dy. Director
- The rates include breakfast with tea/coffee and bottled water (1 per day). In case of Faculty/Staff accommodated at the Guest Houses against HRA, breakfast and bottled water would be charged at INR 70.00 per day. **NEW!!**
- There is a standard 12 noon check-in and 11 AM check-out schedule at all Guest Houses of IISER Kolkata. **NEW!!**
- Any booking done would be provisional and may be cancelled at any time if necessary. Bookings/Cancellations over the phone would not be entertained. All information related to cancellations, departure or change in schedule has to be informed at least 24 hours in advance.
- In case of conferences/symposiums and all other academic/administrative programs involving multiple guests, food arrangement to be made including detailed menu and quantity are to be informed/indented well in advance to the Canteen Manager/Caterer for supply of food. The house staffs/caretakers are by no means responsible for the quality/quantity of food that is served.
- Though charges towards tariff at the Guest Houses may/may not be waived for hosting conferences, the Guest House Team should be awarded for their services (beyond working hours or other than regular duties towards the conferences) through honorarium by the organizers as per their eligibility. **NEW!!**
- Male visitors are not allowed inside the rooms occupied by females and vice-versa unless they are family members.
- If necessary the allottee might have to share the room with another guest. No objections in this regard would be entertained.
- All materials /luggage are to be the responsibility of the guests.
- Approval from the Director is mandatory in case of any stay exceeding 5 days (for Cat A).
- Payment is to be made at the reception desk and money receipt is to be issued the guest accordingly.
- Consumption of alcohol or any kind of narcotics is strictly prohibited.

- **Carrying or storing of any inflammable item inside the premises is strictly prohibited.**

- **It is requested that Electricity and water is conserved. AC, geysers, and all electrical points are to be switched off while leaving the rooms.**

- **It is advisable that the cleaning of the rooms is done in the presence of the guests.**

- **If the guests, during their stay, damage any content then the management, after examining the nature of damage, may impose penalty to the visitor or the host (who made the booking), for replacing the content or to settle the bill.**

- **All are kindly requested to follow the above guidelines and may write down their grievances/complaints in the Complaint Book at the Security Desk.**