

Institute of Advanced Study in Science and Technology, Guwahati

Rules and Regulations **For Guest Room Booking at** “Student and Scientist’s Home”



November 2014

Rules and Regulations

For Guest Room Booking at “Student and Scientist’s Home”



GENERAL

1. Guest room booking at Student and Scientist’s Home (SSH) will be under the control of the Student and Scientist’s Home Council (SSHC). Guest Room booking and regular activities related to the accommodation of guests intended to stay in the Student and Scientist’s Home will be taken care of by Student and Scientist’s Home Management (SSHM). Mess related matters of the guests staying in the guest rooms of SSH will be dealt by Student and Scientist’s Home Mess Committee (SSHMC).
2. Applications for accommodation should reach the Director, IASST in the prescribed format (Annexure-I) through proper channel. Application is to be submitted at least one week in advance.
3. In case of institutional guests of IASST, approval of the Director, IASST is essential for providing FREE of charge accommodation in the guest rooms.
4. Applications received at the Director’s office will be forwarded to the Superintendent, SSH through the Registrar, IASST.
5. Superintendent, SSH will allot rooms to the guests as per the procedure laid down hereafter.
6. Once guest rooms are allotted, a *Guest Room Booking Record* will be prepared one/two days in advance of arrival of guests as per Annexure-II, which is to be signed by the Registrar, IASST.
7. *Guest Room Booking Record* will be circulated by IASST administration to the Director, FAO, Security (main gate), Caretaker (Student and Scientist’s Home) with a copy to the Superintendent, SSH.
8. Guest Room Charges will be as per approval of the IASST administration (Annexure-III).
9. Charges will be collected by the Caretaker (SSH)/Accounts Section, IASST in cash on arrival of the guests.
10. In case of guests coming to IASST for any extramural project related works, if the guest room charges are to be paid from the project grant, then the charges will be directly deducted from the project account by accounts section, IASST.
11. One VIP suite room will be always kept reserved for Directors’ guest.
12. One Scientist room will be kept reserved for scientists/students of IASST for staying in emergency. A particular scientists/student will be allowed to stay in the

guest room free of charges for one night only per month. If any scientist/student wants to stay more than one night, then charges will be applicable (Annexure-III).

Rules for occupying guest Room in “Students and Scientists Home”

13. Institute’s guest will get first priority than others.
14. IASST staff residing in the campus in quarters with amenities below their entitlement will be given first priority subject to availability of vacancy.
15. Guests can stay in guest room in *Student and Scientist’s Home* for maximum three days.
16. Guests have to make entry in the register giving their full detail and will show their Identity card (official Identity card, PAN card, Passport and Driving License) at the time of check in. A copy of the identity card will be kept by the caretaker for record.
17. Check in/check out time for the guest will be 12PM.
18. The food bill of the guest has to be paid to the canteen of the *Student and Scientist’s Home*.
19. Guests are not supposed to allow any visitors to stay in their rooms without official permission. Visitors are allowed only during 5 AM to 8 PM.
20. The general code of conduct of *Student and Scientist’s Home* will also be applicable for the guests.
