

GENERAL INSTRUCTIONS

- The booking will stand automatically cancelled if this accommodation is needed by the institute for emergent official purpose
- In case of room extension, the availability to be checked from the reception counter.
- Early check-in and late check-out are subject to room availability and will incur an additional day's charge.
- Consumption of alcohol is strictly prohibited within the Guest House premises.
- If the guest fails to settle the bill at the time of check-out, the concerned Indentor will be responsible for clearing the dues.
- Visiting Faculty Suites may be booked for a maximum of **15 days**.
- Incomplete booking forms will not be accepted.
- Standard **check-in time is 2:00 PM** and **check-out time is 12:00 PM (noon)**.
- Applicable **GST** will be charged as per prevailing rates.

FOR ALUMNI

- For alumni reunions, booking applications must be routed through the Office of Dean of Resources & Alumni Affairs (DORA) via email: **dora.office[at]iitr.ac.in**.
- Guest house booking requests will be entertained **Monday to Friday during office hours** and must be submitted at least **three (3) days in advance**.
- For short private visits (one or two nights) to IIT Roorkee campus, alumni may book rooms through the website using the '**Alumni Booking (Direct booking for DORA Office)**' option.
- Alumni may book accommodation for themselves and their immediate family members (parents and children) but not for other relatives, friends, or colleagues.
- During a single visit, an alumnus can book a maximum of **two rooms** for up to **two nights**.