

Room Tariffs		Descriptions of Categories			
Technology Guest House		Category	Eligibility	Authority	Payment
Type of Accommodation	Tariff per day (Rs.)	CAT "A"	Statutory Committee (BOG, B&W, Finance)	Director/Dy. Director/ Registrar/Deans/HODs/ Chairman's/PICs	Institute
D/B A.C Room – (Single Occupancy)	1000/-		External Examiners		
D/B A.C Room – (Double Occupancy)	1500/-		All IIT Director		
Suite Rooms	2000/-		All Former Directors		
Heritage Building (Per Suite)	5000/-		Candidate for Faculty Position		
Meeting Room (With VC)	8000/-		Campus Placement		
Meeting Room (Without VC)	5000/-		Guest invited by the Institute for academic / administrative work etc.		
Banquet Hall (For lunch & Dinner Each)	5000/-	CAT "B"	Guest visiting in connection with Scheme/ Project/ Consultancy/ STC/ Seminars/ Workshops/ Conferences etc.	Dean SRIC/ Dean CEP/ Pls of Projects/ Coordinators	By SRIC through project/ CEP/ Respective coordinator
Banquet Hall (For 1 day)	8000/-	CAT "C"	Parents of Students	Warden of Hall/HOD/Faculty	By Individual before checking out, if not person making the booking need to settle the bill
Visveswaraya Guest House			Family/Relatives of Employee / Ex Employee	Self with copy of ID card/Pension card attached with application form	
Type of Accommodation	Tariff per day (Rs.)		Alumni of IIT Kharagpur	Dean (AA-IR)	
D/B A.C Room – (Single Occupancy)	400/-		Guest from other academic institute (IITs/NIITs/CFTIs/Universities/Institutes)	Registrar / Prof-In-Charge (GH)	
D/B A.C Room – (Double Occupancy)	600/-	CAT "D"	Guest not covered under the above categories	Registrar / Prof-In-Charge (GH)	By Individual before checking out, if not person making the booking need to settle the bill
D/B Non A.C Room – (Single Occupancy)	250/-				
D/B Non A.C Room – (Double Occupancy)	300/-				
Single Bed Non A.C Room	150/-				
3 & 4 Bedded Non A.C Room (Per Bed)	150/-				
Community Centre (For Lunch & Diner Each)	800/-				
Class Rooms (East & West) – Each	800/-	Note:			
Kolkata Guest House		<ol style="list-style-type: none"> Non-official booking should not be for more than 3 days which can be extended upto 6 days depending upon availability on the last day of booking with approval of PIC (GH). The management of the Guest House may at its discretion can cancel any booking & may offer alternate available accommodation (if any) due to institute requirement with approval of PIC (GH) For all group / bulk bookings a written confirmation should be send by the host to the guest house about the exact number of rooms required/ list of participants and the invitees before 5 days of the commencement of the event failing which the said booking will be treated as cancelled. Cancellation of all confirmed individual bookings for NGH / VGH shall be done 24 hrs before the arrival date in writing, failing which 20% of the room rent for the room booked will be charged to the applicant. For Kolkata Guest House , Cancellation of all confirmed bookings shall be done 24 hrs before the arrival date in writing, failing which 20% of the room rent for the room booked will be charged to the applicant under Category (B/C/D). 			
Type of Accommodation	Tariff per day (Rs.)	Penalties for Damage of Guest House Properties:			
D/B A.C Room – (Single Occupancy)	1200/-	If the guests during their stay damage the contents (Linen, Mattress, Sofa, Table Top Glass etc.) then Guest House Management after examining the nature of the damage may impose penalty to the guest to replace the contents. If guest is not paying the penalty, the person making the booking needs to settle the bill.			
D/B A.C Room – (Double Occupancy)	1500/-				
Cottages (AC) – (Single Occupancy)	400/-				
Cottages (AC) – (Double Occupancy)	600/-				
Technology Guest House (Old Wing / Annex)					
Type of Accommodation	Tariff per day (Rs.)				
D/B A.C Room – (Single Occupancy)	1000/-				
D/B A.C Room – (Double Occupancy)	1500/-				
Suite Rooms	2000/-				