

Guidelines for Booking MGH and CVH Accommodation

As approved by the Competent Authority, the guidelines for providing services at Main Guest House (MGH) and Centenary Visitors' House (CVH) are as follows:

Eligibility

1. Main Guest House (MGH)/Centenary Visitors' House (CVH) guest house accommodation will be provided only for guests in the rank of **Assistant Professor or above**. Kindly make sure the guest is eligible for accommodation before sending the request.
2. **International Guests** (affiliated to foreign institutes irrespective of their rank) will be provided accommodation based on the availability.
3. Accommodation can be provided to visitors from Private Companies/Industries with an MoU with IISc.
4. Visitors not affiliated to any institutions and visiting IISc for official work (as certified by the faculty/staff and Chair of the department/centre) can be accommodated at Other Guest Rate (OGR).
5. **Alumni** of the Institute are eligible for CVH or MGH accommodation. If the alumnus is visiting any department of IISc for official purpose, then the request should be forwarded through the concerned department. Request for accommodation from Alumni for personal purpose should be forwarded through the Office of the Development of Alumni Affairs – 'alumni affairs.oodaa@iisc.ac.in'.
6. Bookings can be made up to six months in advance to the check-in date.
7. Guests below the age of 18 will not be provided accommodation at MGH.
8. The request for accommodation for the Oral examiners should be made by the concerned department.
9. The arrival of foreign guests must be intimated to Office of International Relations (OIR) for carrying out the required procedures.
10. It is mandatory for all guests to submit their institute ID card at the time of check-in. The designation and affiliation provided at the time of booking must match the information on the ID card. Failure to comply may result in denial of check-in.

Procedure for Booking (Upto 5 rooms)

11. A scanned copy of the duly filled and signed booking form (in pdf) should be sent to 'mg h@iisc.ac.in' at least two working days prior to the check-in date. Accommodation will not be guaranteed for late requests. Oral communications including requests over the phone will not be entertained.
12. The latest booking form which is available on the website should be submitted for processing the booking request.
13. Incomplete booking form will not be accepted. Name, designation and extension number of the officer/case worker of the concerned department should be mentioned in the booking form for clarifications, if any.
14. Subject of the E-mail should be "CVH/MGH accommodation for < Guest Name>".
15. Total number of guests occupying the room should be mentioned along with their name, age, and relationship. A separate list may be attached with the booking form if number of guests are more.

16. Confirmation from the Guest House requires at least one working day.
17. Cancellation of booking should be done at least 48 hours before check-in date, failing which one-day rent will be levied as no-show charges. If the guest did not check-in on the expected date, the booking will be cancelled on the next day and no-show charges will be levied from the mentioned debit head.
18. Any modification in the booking, if required, can be intimated through E-mail only to 'mgh@iisc.ac.in'; verbal communication will not be entertained in this regard.
19. Standard check-in and check-out time is **12 noon**. However, if the check-in and check-out is on same calendar date, only one day rent will be levied.
20. The process of reserving rooms will be initiated only after receiving the booking form duly signed by the Chair/Head of the department. Confirmation will be provided after the approval from the competent authority. Mere sending of the booking form does not guarantee the accommodation.
21. If the booking is for more than two months, the request should reach MGH office at least **five working days** prior to check-in date.
22. If physical copy of any document is required, the department can collect it from the Guest House office.
23. For booking confirmation, refer to the point number 31 under the heading Allotment of room.

Procedure for Bulk Bookings (more than 5 rooms)

24. The softcopy of booking form and list of guests should be sent to 'mgh@iisc.ac.in' at least 05 working days prior to the earliest check-in date. Accommodation request without the designation of the guests will not be accepted. If exact designation of the guests is not available at the time of booking, it should be mentioned whether all the guests are in the rank of lecturer or above. Oral communication including requests over the phone will not be entertained.
25. A maximum of 20 rooms (both MGH and CVH together) can be requested by a department for a specific booking period. If more than 20 rooms are required such bookings can be made only within 30 days prior to the event and will be considered only with respect to the availability.
26. If different types of rooms are allotted, it will be mentioned in the confirmation mail from the Guest House. Allotment of the category of rooms (among the allotted rooms) to the respective guests should be made by the host and should be intimated to the Guest House.
A final list of participants with the following details should be submitted at least two working days before the earliest check-in time: Name, Designation, Affiliation, Check-in date and time, check-out date and time, mail id.
27. Food requirements of all the guests should be intimated at least one day before the requirement.
28. Cancellation of up to FOUR rooms should be made at least TWO working days before the earliest check-in date and cancellation of FIVE or more rooms should be made at least FIVE working days before, failing which No-Show-Charges will be levied for each room.
29. Only the guests whose name is mentioned in the confirmation mail from Guest House will be authorized to check-in at the respective Guest House. Latest confirmation provided by the Guest House will be considered in all the cases. Changes, if any, must be intimated to the Guest House by email.

Allotment of Rooms

30. CVH: If the guest is a single occupant, the studio apartment will be provided. If there is more than one guest, one-bedroom apartment may be sought. Two-bedroom apartment may be sought if the guest is accompanied by family members i.e., parents or two children.

MGH: AC rooms will be allotted subject to availability.

All the rooms in CVH & MGH have a Queen size cot. If required, extra single cot can be requested at CVH, which will be provided on chargeable basis as per the availability.

31. Booking confirmation is subject to the availability. The request can be considered as confirmed only upon receipt of confirmation mail from the Office of the Guest House. Guest House requires minimum one working day for providing the confirmation. The department must follow up with the guest house office if confirmation is not received within two working days.

32. The minimum booking period is for one day.

33. The mode of payments available for the guests are:

- a) UPI – by scanning the QR code generated and provided by the Guest House staff at reception.
- b) Payment link – a payment link will be shared to the guest through email which will be active for a maximum of 72 hours.

The guest house is completely cashless and therefore cash will not be accepted.

Transit Accommodation for Newly Joining Faculty and Officers

- Newly joined faculty members and officers are eligible for transit accommodation in Centenary Visitors' House (CVH) for a period of six months depending on the availability. An extension of three more months can be requested 60 days in advance to check-out date, if required, which will be considered depending on the availability. Monthly license fee will be levied for the extended period as well.
- HRA will be deducted for the entire period of accommodation irrespective of the type of apartment provided. Beyond nine months, extension is not permitted. In case, faculty/staff continues to stay, room charges will be levied in addition to the HRA and license fee. Permission for continuation of stay will be strictly subject to the availability and approval of the Competent Authority.
- Allotment of rooms will be made with respect to the booking request submitted by the host department, depending on the availability.
- Joining faculty is eligible for a one-bedroom apartment or a studio apartment. In special cases, two-bedroom apartment may be allotted subject to availability, if guests are accompanied by family members, including parents, or two children for the entire period of stay.
- In case a two-bedroom apartment is occupied, it should be vacated within six months. Beyond six months, further extension is not permitted.

Temporary Accommodation

- Faculty or Staff staying on campus can request CVH for temporary accommodation (maximum of two weeks) in case of maintenance work in their quarter. Rates as applicable for the institute guests is applicable.

How to Fill the Booking Form

- **NAME**: Total number of guests occupying the room should be mentioned, along with the name of the guests, age, and relation. A separate list may be attached with the booking form if number of guests are more.
- **DESIGNATION**: Exact designation of the guest must be mentioned (as per the institute ID card). Designation should be clear enough to understand whether the guest is in or above the rank of lecturer, failing which booking request will be rejected. For personal visit, this column can be skipped.
- **Affiliation**: The institute details of the guest in FULL FORM must be mentioned. For personal visit, the address of the visitor must be mentioned.
- **Nationality**: The nationality of the guest (as per the passport) must be mentioned.
- **Purpose of visit**: Provide a brief description about the purpose of visit. Mention the event name if the visit is related to an event at IISc.
- **Duration**: Enter the exact check-in and check-out date. Also mention the number of days.

Standard check-in and check-out date is 12 noon.

For example, if the check-in date is mentioned as 15/01/2023 and check-out date is mentioned as 01/02/2023, it indicates that the guest is expected to check-in after 12 noon on 15/01/2023 and check-out on 01/02/2023 before 12 noon. If the guest check-in before 12 noon on 15/01/2023 (early check-in), the check-in date will be considered as 14/01/2023 during the billing process and if the guest check-out after 12 noon on 01/02/2023 (late check-out), the check-out date will be considered as 02/02/2023. One hour grace period will be considered for early check-in or late check-out. Early check-in and late check-out will be subject to availability.

- **Type of accommodation**: Check the eligibility as per point under the heading '*Allotment of room*' and tick the appropriate column for type of accommodation required.
- **Payment details**: Mention the mode of payment.

For payment through debit head, complete WBS element of the debit head including the sub head must be mentioned.

For payment by guest, alternative debit head must be mentioned by the host. If the guest fails to make a payment related to the accommodation or if the payment is not received by Guest House within six working days from the check-out date, it will be levied from the mentioned alternative debit head.

- **Accommodation requested by**: Enter the details of the host faculty or officer requesting for accommodation.
- **Recommendation by Head of the department**: Signature of the Head of the department and the department seal must be present in the booking form.

Guidelines for Booking Breakfast/Lunch/Dinner at CVH and MGH

- All the booking requests for food should be sent to mgh@iisc.ac.in with a copy (cc) to cvh@iisc.ac.in at least one working day in advance. Bulk bookings (above 15) should be made at least two working days in advance. Oral communications will not be entertained.
- The booking request can be made by Departmental staff and the mail must be copied (cc) to the host faculty or officer.
- Booking should be made in the name of **host faculty/ officer/ staff of the department**. The department name should also be mentioned in the request.
- Number of vegetarian and non-vegetarian food should be mentioned separately.
- Bookings without **the mode of payment** will not be accepted. For payment through debit head, WBS element should be mentioned.
- Booking can be considered as confirmed only after receiving confirmation from Guest House through mgh@iisc.ac.in .
- MGH dining area can be booked only for guests in or above the rank of lecturer.
- Incomplete booking requests will not be accepted.

Guidelines for Booking “Closed Dining Hall” and “Open Lawn Area” outside MGH

- I. Request for booking the closed dining hall / open lawn area at MGH should be sent to mgh@iisc.ac.in at least two working days prior to the booking date.
- II. The following details should be submitted at the time of booking.
 - Event name
 - Timing and arrangements
 - Caterer details
 - Mode of payment (Tariff is for each arrangement)
- III. Cancellation of the booking should be made at least two days before the booking date, failing which the tariff will be charged.
- IV. The confirmation of the booking is subject to the approval of the competent authority. Please note that mere booking does not guarantee for the allotment.