

GUEST HOUSE RULES OF NIT MEGHALAYA



NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

Recommended by the XXVIIth Finance Committee and approved by the XLIXth Board of Governors Meeting held on 18.02.2026 for implementation with immediate effect.

D. L. Sanyal

कुलसचिव
REGISTRAR

राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
National Institute of Technology Meghalaya



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शिक्षा मंत्रालय, भारत सरकार के अधीन एक राष्ट्रीय महत्व का संस्थान
An Institute of National Importance under Ministry of Education (Shiksha Mantralaya), Govt. of India

FORM - 30

Requisition Form for Guest House Booking

1.	Name of Visitor				
2.	Designation, Institute / Deptt. /Centre				
3.	Address (In Full)				
4.	Mobile Number		E-mail ID		
5.	Expected Arrival Date & Time:	Date	Month	Year	Hrs
6.	Expected Departure Date & Time:	Date	Month	Year	Hrs
7.	Number of Rooms Required				
8.	No. of Person (s)				
9.	Identity Proof				

10.	Details of Person making the Booking:				
	(a)	Name			
	(b)	Designation, Institute / Deptt. /Centre			
	(c)	Telephone No.:		E-mail ID	
11.	Charges Applicable (in Rs.)				
12.	Details of Payment				

13.	Nature of Booking:			
	(a)	Booking for Self/ Relative		
	(b)	Booking for Guest		



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14. Charges to be paid by:	
(a)	By Guest
(b)	By Person making the booking (Applicant)
(c)	Free (Institute Guest) (Approval copy from the Competent Authority to be attached)

आवेदक/बुकिंग करने वाले व्यक्ति के हस्ताक्षर

Signature of Applicant/Booking Person

Date:

For office use:

कमरे की उपलब्धता Availability of Rooms	हस्ताक्षर Signature
Yes /No	

स्वीकृत/अनुमोदित नहीं APPROVED/NOT APPROVED

PIC, पारगमन/अतिथि गृह

NOTE:

1. For making an official booking scanned copy of the requisition form along with applicable payment details can be sent to the email ID: guesthouse@nitm.ac.in.
2. Request for booking will be entertained one week before only not earlier than that.
3. Smoking and drinking are strictly prohibited in the guesthouses.
4. Please get a confirmation before leaving your headquarters/station.

सैत्सोपेन सोहरा, पूर्वी खासी हिल्स, मेघालय, भारत - 793108
Saitsohpen Sohra, East Khasi Hills, Meghalaya, India - 793108

वेबसाइट/Website: www.nitm.ac.in

Dr. G. S. Saha
कुलसचिव
REGISTRAR

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GUEST HOUSE ELIGIBILITY & TARIFF

Sl. No.	Guests Eligibility	Tariff (excluding GST)		Remarks
		Standard	Deluxe	
1.	Members of the Board of Governors (BOG) and Finance Committee (FC)	Free boarding & lodging	Free boarding & lodging	
2.	Ex-BOG Members/Ex-FC and Faculty of other NITs on their Personal visit	Rs. 500	Rs. 750	
3.	Experts coming for Conference/ Workshop/ STPs	Rs. 500	Rs. 750	Concerned convenor to make the payment
4.	Institute employees and their close relatives, for maximum of 30 days in a calendar year (January to December). The room charges are to be collected from the employee.	Rs. 500	Rs. 750	
5.	Service Engineer/ Company Personnel/ Govt. Officials on official duty	Rs. 750	Rs. 1000	HoD/HoC to take care
6.	Guests from the Central Ministry (not for NITM work).	Rs. 1000	Rs. 1500	
7.	Alumni for herself / himself, for maximum of 10 days in a calendar year (January to December).	Rs. 1000	Rs. 1500	
8.	Govt. Officials on official duty other than NIT Work.	Rs. 1500	Rs. 2000	
9.	Any other visitor	Rs. 1500	Rs. 2000	

NOTE:

- a) Break Fast charges – Rs. 100/- per person (Item 1 (anyone) + Item 2 (anyone))

Item 1	Item 2	
Tea/Coffee/Milk	1. Roti+ Sabji 2. Parata + Sabji 3. Puri + Sabji 4. Cornflakes + Milk 5. Oats + Milk	6. Bread omelette 7. Poha 8. Upma 9. Maggie

- b) GST shall be charged as per government rules.
c) For free boarding & lodging, approval from the Director is necessary.



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Guidelines for booking and usage of Guest House at NIT Meghalaya

The details of the rooms and their tariff are given in the table above. One caretaker and security guard will be available at the Guest Houses for any assistance.

RULES & REGULATIONS

NIT Meghalaya guests are kindly requested to observe the rules, so that their stay will be comfortable and safe.

1. Booking:

- Kindly ensure the availability of the guest room by contacting the FIC, Guest House through Email ID (guesthouse@nitm.ac.in) before planning for the same.
- If available, the rooms can be booked by sending the requisition form ES30 (available on the institute's website) to the office of the PIC by email at least 7 (seven) days before the check-in date.
- Booking of room for non-officials can be confirmed only on advance receipt of payment as per the tariff mentioned above. The payment should be made in the following bank account:

Account Name: NIT MEGHALAYA TRANSIT HOUSE AND GUEST HOUSE
Account Number: 11026191070
Bank Name: Canara Bank
Branch Name: Sohra
IFSC: CNRB0007767

SCAN & PAY



UPI ID: 333606873941070@cnrb

- The payment / transaction receipt should be sent to the Email ID: guesthouse@nitm.ac.in

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B. Chetry
कुलसचिव
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- e) The booking charge(s) will be non-refundable.
- f) The maximum period for stay in the guesthouse shall be 5 (five) days.
- g) Extension of booking will not be automatic. However, it may be considered subject to the availability of accommodation and on request of the Department / Institution.
- h) Booking of the guesthouse for conference / workshop / individual academic visitors should be made 30 days in advance and finally confirmed 10 days prior to the date of the conference / workshop / individual guest.
- i) Food charges for the Officials & Institute Guests shall be borne by the Concerned Authority of Department inviting the guests.
- j) Private / political functions are not permitted in the guest house.
- k) Booking for students shall not be allowed at this moment.

2. Check-In time: 12:00 Noon and Check-out time: 10:00 AM

3. General Rules:

- a) All guests must provide the necessary details, documents (Copy of valid ID etc.) and signatures in the Guest House Record during check-in and check-out.
- b) In each & every case booking time will be counted from 12:00 Noon of the booking date.
- c) Person who has booked the guest room has to collect the key on the first day of booking period.
- d) Please do not remove or alter any equipment or fixtures of the guest room.
- e) The guest(s) will be responsible for any missing / damaged items from their allotted room and will be charged as fixed by the concerned authority for any loss or damage to the guest room property caused by themselves, their friends, relatives or any person for whom they are responsible.
- f) Please remember to lock the door and carry your key with you anytime you leave your room.
- g) Luggage will be the guest's sole risk as to loss or damage from any cause.
- h) Visitors are particularly requested to lock the door of their rooms when going out or when going to bed. The Institute will not in any way whatsoever be responsible for the loss of residents' goods or any property or damage thereof, or any other cause whatsoever, including theft.
- i) Please refrain from holding meetings with visitors in your room.
- j) Gambling or other acts that are contrary to good morals or that cause an annoyance are strictly prohibited.
- k) Smoking and consuming alcohol within the guest house premises are strictly prohibited including the complete NIT Meghalaya premises. If anyone is found, strict action will be taken.
- l) In case of fire, make use of the fire extinguisher.
- m) Please do not bring any of the following:
 - i. Dogs or pets of any kind
 - ii. Gun powder or other explosives, Unregistered fire arms or swords and Illegal drugs or other articles, the possession of which is prohibited.
- n) Storing of any article of combustible or hazardous nature in the guest room is strictly prohibited.

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- o) Guests must deposit their room keys with the caretaker before leaving the guesthouse. If the office is locked during the check-out time, then please contact Mr. Utpal (9862542684).
p) The car should be parked only at the designated place.
q) Please avoid playing loud music.
r) Facilities inside the guest room:

Geyser (Hot & Normal water)	Hot Watter Kettle	Queen/King-sized bed
Cup board and Almirah	Chairs	

- s) The Institute reserves to itself the absolute right of admission to any person in the guest room or NIT Meghalaya premises and to request any guest to vacate his or her room at any moment without previous notice and without assigning any reason whatsoever, and the guest shall be bound to vacate when requested to do so. In default, the management will be entitled to remove the luggage and belongings of the visitor from the room occupied by him or her and lock the room.

4. The following may be contacted for any related information:

- i. **Faculty In-charge:**
- Dr. Shravan Kumar Bandari
Ph. No: 7093328329
- ii. **Office Assistant:**
- Mr. Shubojit Das
Ph. No: 8414066214
- iii. **Caretaker:**
- Mr. Utpal Kalita
Ph. No: 9862542684
- iv. **Security: Mr. Chibir Dhakar (Supervisor) - 7630012286**
- v. **Medical Ambulance: 9485320731 / 6909948926 / 6909423929**

Email Id: guesthouse@nitm.ac.in

Looking forward to your kind cooperation.

Sd/-
Professor In-Charge (PIC)
Guest House, NIT Meghalaya

