



भारतीय प्रबंध संस्थान कोषिकोड  
**INDIAN INSTITUTE OF MANAGEMENT KOZHICODE**  
आईआईएमके परिसर डाकघर, कुन्नमंगलम/ IIMK Campus P O, Kunnamangalam  
कोषिकोड/ Kozhikode - 673 570 (केरल/Kerala)

**IIMK GUEST HOUSE ALLOTMENT NORMS - 2023**

The following guidelines are to be followed for providing accommodation in the Guest House and shall come in to force with effect from 1 August 2023.

**1. Definition**

- 1.1. **Guest House (GH):** Guest House is an accommodation, utilized for stay of Guests / VIPs / employees for a limited period on Official/Personal Tour. The Guest House is intended for use by official Guests of the Institute mainly for Academic and Non-Academic/Administrative purpose. This shall be a non-commercial unit of the Institute.
- 1.2. **Guest to the Institute:** Academic, Administrative/Non-Academic - Visiting Faculty (Non-Regular), Adjunct Faculty, Industry Experts visiting the Institute on teaching assignments/workshops would be considered as visiting the Institute on Academic purpose. Any person visiting the campus for administrative matters of the Institute would be considered as visiting the Institute on Administrative/Non-Academic purpose.
- 1.3. **Guests of Faculty/Staff:** Invited guests, family members of the faculty/staff visiting the Institute for personal purpose would be considered as Guests of Faculty/Staff.
- 1.4. **Private Guests:** Officials of Central/State Government/Autonomous bodies/Other Institutions on personal visit will be considered as private guests.
- 1.5. **Employees:** Faculty / Staff (AO and above) on joining the Institute may be provided accommodation in the Guest house / in case of any official requirements and are not charged. In case of a personal request from Faculty / Staff to avail guest accommodation, HRA is not entitled during this period of stay.

**2. Guest Houses:**

The various pools for allocation of rooms in the Guest House are as under-

Department	Guest House-1	Guest House-3	Total Rooms
General Administration	4	3	7
Director Office	4	0	4
Total	8	3	11

In Guest House 1, Room Nos.1,4,5,6 are exclusively allotted after permission from Director's office. In Guest House 3, Room Nos. 1, 2, 3, 4 and 5 are given to DPM students as married accommodation. Room Nos 6,7 and 8 which are in GA pool can be allotted for long term also



for Adjunct Faculty. Guest House 2 is being used as Campus temporary accommodation for faculty and allocation is governed by Campus Accommodation Norms.

Note: Amenities in Guest House 2 are on 'as is where it is basis' and all future requirement of AC/Refrigerator/Furniture/Curtains/Mattress etc are to be borne by the inmates akin to allotment of any other residential quarter in campus.

### 3. General:

The General Administration office would allot rooms to the guests based on the requests and inform the Estate department. The cleanliness and housekeeping of Guest House 1 and 3 premises and Guest Rooms would be the responsibility of the Estate Section which would be coordinated by Guest House In Charge nominated by the General Administration Department. Estate section would be the key custodian of the Guest Rooms and they have to make arrangements for key handling whenever a guest arrives.

### 4. Provision of Accommodation:

The accommodation in the Guest House will be regulated in the manner as indicated below:

- 4.1. Accommodation will be provided only on the basis of prior request subject to availability.
- 4.2. Accommodation in the Guest House(s) is primarily intended for the Institute Guests/Visitors, Visiting Faculty Members, Programme Participants and other dignitaries, mainly for Academic purpose in Guest House 1 and Guest House 3.
- 4.3. Officers of the Central/State/Public/Private Sector/Autonomous bodies (AO and above), may also be provided accommodation during their official visit to the Institute in GH-1 and 3.
- 4.4. Private Guests such as guests of faculty/staff will be accommodated subject to availability. However, the priority in room reservation will be given for official guests and the Institute reserves the right to cancel any accommodation offered to private guest in case of any official requirement.

### 5. Guest House Charges:

Guests other than mentioned in Para 1.2 (Guests to the Institute) shall be charged per day at the following rates specified below:-

#### 5.1. Guest House-1

SI No	Guest Category	Room Rent Per Day	
		Single Occupancy	Double Occupancy
1	Guests to the Institute - Academic/Non Academic/Administrative Purpose	No Charges	
2	Guests of Faculty/Staff	Rs.1000+Taxes*	Rs.1500+Taxes*
3	Private Guests	Rs.1500+Taxes*	Rs.2500+Taxes*
4	Employees	No Charges. HRA not entitled during the period of stay	
5	New Recruits	No Charges. HRA not entitled during the period of stay	

\*GST 12% applicable on room charges. Charges are calculated based on the number of nights stayed/ full day usage.



## 5.2. Guest House-3

SI No	Guest Category	Room Rent	
		Single Occupancy	Double Occupancy
1	Guests to the Institute - Academic/Non-Academic/Administrative Purpose	No Charges	
2	Guests of Faculty/Staff	Rs.2000+Taxes*	Rs.2500+Taxes*
3	Private Guests	Rs.2500+Taxes*	Rs.3000+Taxes*
4	Employees	No Charges. HRA not entitled during the period of stay	
5	New Recruits	No Charges. HRA not entitled during the period of stay	

\*GST 12% applicable on room charges. Charges are calculated based on the number of nights stayed/ full day usage.

## 6. Guest House Reservation:

6.1. All requests for accommodation in the Guest House should be submitted by the concerned department/faculty/staff through intranet (Guest House Booking icon).

6.2. Reservations / Bookings will be made in order of priority such as

- Guests to the Institute
- New Joinees
- Employees
- Guests of Faculty/Staff
- Private Guests

6.3. Accommodation will be provided only on the basis of prior request, subject to availability.

6.4. Requests may be forwarded by the concerned departments and they should indicate the head of account to which the amount should be charged.

6.5. The requisition/request for reservation is to be submitted at least ten days in advance for Academic purpose and three days in advance for Non-Academic/Administrative purpose/private or personal guests.

6.6. Accommodation reserved is liable to be cancelled if it becomes necessary to accommodate guests of higher priority or in other unavoidable circumstances. In such events, department/guests should opt for other accommodation inside/outside the institute. The General Administration Department reserves the right to ask one or more Guests to share a room for providing accommodation for a guest of higher priority or in other circumstances if it becomes necessary to do so.

## 7. Period of Stay:

7.1. No guest shall ordinarily be permitted to stay in the Guest House for more than 2 days. However, extension will be considered for another day, subject to availability of accommodation, provided the stay of the guests is considered absolutely necessary.

in connection with their official work in the Institute. This is applicable only for Non-Academic/Administrative visits to the Institute.

7.2. Guests visiting the campus for academic purpose shall be provided accommodation according to the requirement and any extension of stay can only be provided with 3 days prior notice to the General Administration office by the concerned department.

7.3. Faculty/Staff (AO and above) on joining the Institute may be provided accommodation for one month to allow them to search for their own accommodation in the city. In case the Faculty/Staff (AO and above) wishes to stay in the Guest House beyond one month due to emergency, sanction from the Director has to be obtained giving full justification for their continued stay. In any case, a person would not be permitted to stay for more than 45 days in the Guest House.

#### **8. Attendant free Guest House:**

IIMK Guest Rooms are attendant free. Telephone numbers of the catering vendors in the campus are provided in each room. All are expected to pay the charges towards food and beverages to the Canteen/Restaurant vendor directly.

#### **9. Tariff and Settlement of Bills & Checking Out:**

9.1. Charges for the period of stay have to be settled in advance by the Guests at the time of check in. All payments towards settlement of the Guest House bills shall be online. NEFT details will be shared once booking is confirmed. Once payment has been made, guests should share the payment receipt with the concerned faculty/staff/department who booked the guest rooms. The faculty/staff have to forward the receipt to the General Administration for reconciliation. The invoices, wherever applicable will be raised by the Accounts Department.

#### **10. Guest House Register:**

A register shall be kept with the Reception Counter of the Guest House in which all the guests shall enter their names and also the names of Co-travellers, designation date and time of arrival and purpose of visit (i.e. of duty or otherwise). As soon as they arrive at the Guest House, the security on duty shall facilitate the stay of the Visitor and make necessary entry in the Register.

#### **11. General Instructions:**

11.1. Prior intimation is to be given to the GA/Estate by the Guest concerned for entertaining outside persons in the Guest House. They will however be not allowed to be entertained / stay in the room with the Guests.

11.2. Cooking by Guests in the Guest House is prohibited.

11.3. Consumption of Liquor and smoking is strictly prohibited in the Campus.

11.4. The guests/occupants are responsible for any damage, loss or breakage caused to the IIMK's property, viz, the building, furniture fittings or other articles in the room.

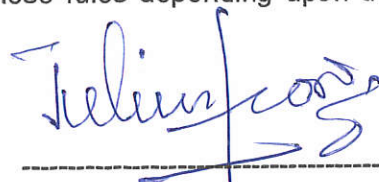


All such damages, losses, breakage etc. shall be paid for by the guest before leaving the guest house.

- 11.5. The recovery of cost for such damages, losses, breakages etc. and the amount payable by the guest on this account shall be decided by the CAO/Director and shall be final.

**12. Exceptions:**

Director/CAO may at their discretion relax any of these rules depending upon their judgement and the exigency of the situation.



Lt. Col. M Julius George (Retd.)  
Chief Administrative Officer

