

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Dean of Infrastructure and Planning Office

No. DOIP/NOIDA/2015/01
October 05, 2015

Advance Information for Guest House Building at NOIDA (Sector 62)

General

The Institute had procured five acres of land at NOIDA Sector 62 in 2006. Construction of IIT Kanpur Outreach Center is underway at this site. Two blocks namely the Guest House block and the Service block shall be inaugurated and be fully operational from 25 December 2015 at this Center. The Guest House block consists of the following facilities:

1. Meeting/conference room (15 persons)
2. Office spaces (one office and one meeting room, capacity 10 persons)
3. Two (2) class rooms (capacity 25 persons each)
4. Thirty two (32) S-type (two independent beds) rooms
5. Five (5) D-type (double bed) rooms
6. Dining Hall and Kitchen (for 100 persons)
7. Reception/Guest Lobby

Facilities listed from sr. no. 1 to 4 can be booked in advance through VH IIT Kanpur.

The above facilities are fully air-conditioned and have telephone and internet connectivity. All guest rooms have well furnished arrangements with furniture, wardrobe and luggage storage space, TV, refrigerator, electric kettle, cups, etc. S-type rooms have twin separated bed arrangements with attached toilet/bath. D-type suites have two rooms with a bed room and a sitting room. The bed room has attached toilet/bath and the drawing room has a small pantry with a dining table. All S- and D-type rooms are fitted with card locks which shall be used as a master switch also for putting room electrical power on and off.

The Service block houses arrangements for Electrical (with DG set back up) and Water supply and a dormitory for drivers/attendants.

The staff at the reception and housekeeping shall be available round the clock for check-in and check-out. A dining hall facility will be available for serving breakfast, lunch and dinner. The room rent is inclusive of breakfast. However, the lunch and dinner will be available on request made in advance. Guests are requested to inform well in advance at the reception regarding required Lunch and dinner. The timings of the dining hall are:

Breakfast	0730 -1000 hrs.
Lunch	1300 - 1430 hrs.
Dinner	2000 - 2200 hrs.

Open parking space is available. All visitors must park their vehicles at the allotted parking space.

Booking

Room booking shall be done by the Visitors' Hostel, IIT Kanpur. Request for this purpose must, therefore, be made to the In-charge, Visitors' Hostel, IIT Kanpur at least 24 hrs before the departure. The booking shall be made on first come first served basis. The requisition form is attached along with this circular.

Tariff

Following tariff has been decided which is to be paid at the reception of the Center.

Sr. no.	Type	Single occupancy	Double occupancy
1	Institute employees (including dependents and project employees)	Rs. 1500	Rs. 2000
2	Other than Institute employees	Rs. 2000	Rs. 3000
3	Dormitory (for drivers/attendants)	Rs. 250	-

- (i) The above room rent is for S-type rooms and includes complimentary breakfast and arrangement of tea/coffee sachets in rooms.
- (ii) Tariff for other facilities such as class rooms, conference/meeting room shall be extra and will be intimated later.
- (iii) D-type rooms are being kept for the institute guest and will be booked on approval by the Deputy Director.
- (iv) Vegetarian lunch or dinner @ Rs. 200/- per person; non-vegetarian lunch or dinner for additional Rs. 150/- (to be served only if dining hall has a minimum of five non-veg orders).

How to reach NOIDA Outreach Center

This Center is located 37 km from IGI Airport, 10 km from Ghaziabad Railway Station (Vijay Nagar side; takes about 20 minutes from the station to the Outreach Center), 6 km from Noida City Centre Metro Station, 19 km from New Delhi Railway station and 460 km from IIT Kanpur via NH2 and Yamuna Express Highway (by road).

Address: IIT Kanpur Outreach Center, C-20/1A/8 Block C, Sector 62 NOIDA.

Google map link: <https://www.google.co.in/maps/@28.6133947,77.3579255,16z?hl=en>

Land marks

The Center is located near Labour Chowk, Khoda Village Bazar, in front of Mazar. It is on the back side of JSS Academy and Engineering College. UP Rajkiya Nirman Nigam (UPRNN) Building is adjacent to the Center.

Nearby attractions

The location has many eating joints and malls at close distances. A few of these are Shipra Mall, Ghaziabad and Green India Place (GIP) mall, NOIDA, Bercose Restaurant, Haldiram (near Ginger hotel) and Kabab Factory.

Medical facility

Fortis Hospital is located about two km from the Center.

Contact information: Presently booking may be sent to VH, IIT Kanpur for availing the facility from December 25, 2015. Phone: Front office: 0512-3926666, 3927202, 3927209. The request for booking should be sent to vh_office@iitk.ac.in with a copy to iwd@iitk.ac.in.

The details of contact person at the Center, telephone numbers and e-mail ids shall be informed later.

Taxi Operators: Several taxi services such as Uber, Ola, Spice Cab, etc. are operating in NOIDA. One can also contact Mr. Umesh Ph: 9560371971 for taxi service. Link to several other taxi operators: <http://www.justdial.com/Delhi-NCR/Taxi-Services-%3Cnear%3E-noida-sector-62>.

Guidelines

- This booking is purely provisional and can be cancelled at any time in case accommodation is not available due to unforeseeable reasons.
- The allottee should vacate the room on the expiry of the period for which accommodation was allotted, unless an extension for further stay has been obtained beforehand.
- All charges are to be paid in cash/DD/credit card by the guest at the Center itself.
- Request for reservation of accommodation under category-B may be routed through the respective Head of Department / Centre/Project Investigator.
- One day minimum charge shall be levied for all bookings unless these are cancelled at least 24 hrs before the commencement of the booking. Similarly, in case a guest fails to occupy the booked accommodation, the same will be treated as cancelled.
- Not more than two persons will be allowed in each room.
- One day will be counted on 24 hrs basis or part thereof commencing the time of arrival.
- In case of emergency due to heavy booking, a single occupant of the room may be asked to share the accommodation with another guest.
- Food/meals will be served only in the dining hall except bed tea.
- The Institute authorities are not responsible for valuable items kept in the rooms.
- The person staying in the Center is not entitled to bring unauthorized guests to stay in.
- Facility for self-ironing of cloths is available.
- To avoid any inconvenience, it is advised to inform the reception in advance for late coming in the night.
- Please get the room cleaned in the presence of the guest.
- Water is precious, please conserve it.
- Please inform the reception about your departure date or any changes well in advance.

(Onkar Dikshit)

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Visitors' Hostel**

Booking form IIT Kanpur Outreach Center at NOIDA

- 1) Name of the Visitor(s) : _____
- 2) Organization : _____
- 3) Permanent Address & Telephone No : _____

- 4) Purpose of Visit : _____
- 4) Total no. of Persons : _____
- 5) Nationality : Indian Foreigner*
- 6) Date of Arrival : Date _____ Time : _____
- 7) Date of Departure : Date _____ Time : _____
- 8) Visitor Category : A B

- A) Institute Employees including dependent/family members & Project employee**
B) Other than Institute Employees

9) Whether required (a) Lunch: Yes/No (b) Dinner : Yes/No

10) Person making the booking and payment (Indenter+):

Name : _____ Designation : _____
PF No.: _____ Department : _____
Contact No.: _____ Mobile No : _____
Project No.: _____
(if applicable)

11)

(For category- B)
Approval of HOD/Project Investigator/Institute Employee

- * In case of foreigner, passport/visa details are to be provided separately.
+ Project Investigator in case of project employee.

For guests other than the Institute employees, the booking shall have to be made by any Institute employee describing the relation and the purpose of stay.