

SOPs for Allocation of the IRD Guesthouse

1. Eligibility Criteria

- i. Only individuals or groups affiliated with recognized institutions or those with a verified connection to an IIUI employee are eligible to book rooms.
- ii. Identification documents and/or institutional verification are mandatory.

2. Booking Process

- i. Reservations must be made at least 1 day in advance.
- ii. All guests must adhere to the university's code of conduct during their stay.

3. Restrictions

- i. The guesthouse cannot be used for unlawful or inappropriate activities.
- ii. Any misuse will lead to immediate cancellation and blacklisting of the individual or institution.
- iii. The university reserves the right to evict any guest engaging in misconduct without a refund.

4. Security Measures

- i. The requests for reservation in IRD Guesthouse will also be routed to the Security cell by the P&PR Department so that they remain in the loop.
- ii. A list of visitors during the stay must be maintained by the security personnel and/or management staff deputed at the IRD Guesthouse.

5. Financial Terms

- i. Full payment is required at the time of check-out.
- ii. The guest shall be held responsible for any damage to property or misuse of facilities and will be required to cover the cost of repairs or replacements as determined by the university administration.
- iii. Payments must be deposited in the following official account:
Bank Alfalah Account No. 59635002471381 or IBAN: PK09ALFH5963005002471381

6. Privacy & Data Protection

- i All personal data provided during the booking process will be kept confidential and used solely for administrative and security purposes.

PROFORMA FOR IRD GUESTHOUSE BOOKING

[To Be Filled by Applicant]

1. Name of Applicant: _____
2. Institution/Organization: _____
3. Address: _____

4. Dates of Stay: _____
5. Names of Accompanying Guests (if any): _____

6. Purpose of Stay: _____

7. Are you connected with any IIUI employee? [Yes/No]
 - If yes, provide the following details:
 - Name of Employee: _____
 - Designation: _____
 - Department: _____
 - Contact Details: _____
8. Contact Information of the Hiring Party: _____

9. Undertaking:
 - I/we agree to adhere to all SOPs and will not engage in any activities that could harm IIUI's reputation or security.
 - Signature: _____ Date: _____