INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING, KANCHEEPURAM



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम

## (An Institute of National Importance under the Ministry of Education, Government of India)

Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127

Ph: +91 44 2747 6321

Email: guestohouse@iiitdm.ac.in

# **REQUEST FORM FOR ASHWATHA GUEST HOUSE ACCOMMODATION**

S.No	PARTICULARS	DETAILS									
1	Name of student / faculty										
2.	Roll No. / Employee ID										
3.	Mobile No. of student / faculty booking the room										
				Nan	ie		R	elationship			
4	Names of the guests and	1.									
	Relation with the student	2.									
	/ faculty	3.									
		4.									
5	Address of the guest										
6	Mobile No. of the guest										
7	Purpose of Visit										
8	Charges will be paid by	Guest	Faculty	Student	Student Event / H	Iostel	SRIC	Institute guest			
	(Competent Authority prior sanction letter to be attached in the case of institute guest)										
		Date					Time				
9	Expected arrival										
10	Expected departure										
11	Type of room required		oom with a		AC room without an		Non-AC room without				
			ed bathroo	m	attached bathroom		an attached bathroom				
12.	Charges from May 2024	IN	VR 1500		INR 1000		INR 600				

#### **Terms and Conditions**

I hereby undertake to vacate the room in the Ashwatha Guest House before the expiry of the sanctioned period. If I fail to do so, I will be liable to be charged the penalty at the rate of 4 times of the normal charges.

I have read the terms & conditions and these are acceptable for me.

Date\_\_\_\_\_

Signature of the student / faculty\_\_\_\_\_

Department		_	Name of the H			
Verified the	Not verified the		Approved AC	Approved AC	Approved Non-AC	Not
relationship of the	relationship of the		room with an	room without an	room without an	Approved
student with guests	student with guests		attached bathroom	attached bathroom	attached bathroom	

#### **Hostel Warden Signature for Students**

## Warden or PIC of Guest House / Chief Warden

Note: This application should be submitted at least 48 hours before the expected arrival of the guest for approval at hostel administration office. Students should submit the form after getting respective hostel warden's signature. Wardens should verify the relationship of the student with the guests using any official documents / aadhar cards.