



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

Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127

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## REQUEST FORM FOR ASHWATHA GUEST HOUSE ACCOMMODATION

S.No	PARTICULARS	DETAILS						
1	Name of student / faculty / staff							
2.	Roll No. / Employee ID							
3.	Mobile No. of student / faculty / staff booking the room							
4	Names of the guests and Relation with the student / faculty / staff (enclose government issued identity cards)	Name		Sex	Relationship			
		1.						
		2.						
		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	Staff	Student	Student Event / Hostel	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	AC room with an attached bathroom	AC room without an attached bathroom		Non-AC room without an attached bathroom			
12.	Charges from Sep 2025	INR 1575	INR 1050		INR 630			

**The charges are inclusive of GST 5 %**

### **Terms and Conditions**

I hereby undertake to make sure that the guest will vacate the room in the Ashwatha Guest House before the expiry of the sanctioned period and pay the penalty at the rate of 4 times of the normal charges if failed to do so. I have read the terms & conditions and these are acceptable for me.

Date \_\_\_\_\_ Signature of the student / faculty / staff / guest \_\_\_\_\_

Department \_\_\_\_\_

Name of the Hostel for students \_\_\_\_\_

Verified the relationship of the student with guests	Not verified the relationship of the student with guests		Approved AC room with an attached bathroom	Approved AC room without an attached bathroom	Approved Non-AC room without an attached bathroom	Not Approved
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**I verified the relationship of the student with the guests using government issued identity cards.**

**Co-ordinator of Council of Warden or PIC of Guest House / ChiefWarden**

Note: This application should be submitted at least 48 hours before the expected arrival of the guest for approval at hostel administration office. **If a guest is filling the form, fill 4 to 12 (neglect 1 to 3) and attach an invitation copy received from IIITDM**