

(An Institute of National Importance under MoE, Government of India)

मेलाकोट्टैयूर, वंडालूर – केलंबक्कम रोड, चेन्नई – 600 127.

Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600127.

Ph. : +91 44 2747 6307

Email: guesthouse@iiitdm.ac.in

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.						
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							

Terms and Conditions

I hereby undertake to make sure that the guest will vacate the room in the Ashwatha Guest House after their requested period.

Date: _____

Student Roll No	
Employee No./Designation	
Name	
Signature	