भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम

Indian Institute of Information Technology, Design & Manufacturing, Kancheepuram

(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 6395 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 proof for the first person)*	<table><tr><th></th><th>Name</th><th>Age</th><th>Sex</th><th>Relationship</th></tr><tr><td>1.</td><td></td><td></td><td></td><td></td></tr><tr><td>2.</td><td></td><td></td><td></td><td></td></tr><tr><td>3.</td><td></td><td></td><td></td><td></td></tr><tr><td>4.</td><td></td><td></td><td></td><td></td></tr></table>
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	

NOTE — Room Tariff (per day)

1. A-type rooms: Rs. 990/- per day. B-type rooms: Rs. 750/- per day.
2. Maximum 2 persons per room.
3. Children below 10 years of age may be accompanied at no extra charge.
4. For each additional person/child above 10 years of age: Rs. 400/- per person.