



APPLICATION FORM FOR GUEST ROOM ACCOMMODATION – STUDENT/STAFF

1.	Name of the applicant			
2.	Classification (Please tick as applicable)	Student ☐	Staff ☐	
3.	ID No. (Please mention if applicable)			
4.	School / Department			
5.	Gender (Please tick)	Male ☐	Female ☐	
6.	Permanent Address (As per records)			
7.	Correspondence Address (As per records)			
8.	Mobile Number of the applicant			
	Email ID			
9.	<u>Details of the Guest</u> (Attach ID's of guests) Contact No of the Main Guest: _____		1. Name: _____ M/F. Relation _____ 2. Name: _____ M/F. Relation _____ 3. Name: _____ M/F. Relation _____	
10.	Period of stay in the Guest/Hostel room	From Date		To Date
11.	No of days			
1. I hereby declare that all the above-furnished details are true to the best of my knowledge and belief. 2. In the event of allotment of accommodation, I shall abide by all guest room, hostel, and mess rules and regulations, and obey the instructions of the warden. In case I am found violating any rules of the guest room, hostel, mess, or the Institute, my room may be vacated immediately, and disciplinary action may be initiated against me. 3. I shall abide by all institutional rules and guidelines.				
Signature of Applicant with Date				
FOR OFFICE USE				
Guest/Hostel Room Charges	Amount Paid	Details of Bank Transfer/UPI Transaction		Signature of Finance section with official seal
Hostel Allotment Details (Administration section): (original form to be retained)				
Room No	Hostel Block	Signature of the Applicant		Signature of Administrative Official
Check In: Date _____ Time _____		Check Out: Date _____ Time _____		No of days _____

* A copy of this application letter must be shown to the Caretaker/Matron of the respective hostel.