

NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR

Category of the guest:

Category	Eligibility	Approving authority	Payment Mode
A	Guest Invited by the institute for academic, administrative and campus interview, for delivering lectures or keynote speech in short term course, seminar /conference etc	Director/Registrar	Institute
B	Employee and their guest / Students parents, guardian/Alumni and their family members/Employees of Other NIT/IIT/on their official visit	In - charge Guest House For block booking- Director/Registrar	By the individual guest / Person making the booking
C	Employees of other NIT's, IIT's, reputed Universities, R&D institutions coming for their personal or unofficial work.	In - charge Guest House For block booking- Director/Registrar	By the individual guest / Person making the booking

Rates of room charges in NIT Guest House

Type of accommodation	Category-B
Category A	NIL
Category B	Rs. 1000/-
Category C	Rs. 2000/-

Note:

1. Priority in accommodation will be given to the guest of category A
2. Students requiring accommodation for their parent /guardian is required to get their requisition through Dean (Students welfare)
3. Charges for block booking will be calculated on the basis of no of beds/rooms booked plus charges of lounge if booked.
4. Management of Guest house may, at its discretion, cancel a booking or /offer another type of accommodation.

NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR
GUEST HOUSE

Requisition for booking of accommodation

A. Name of Visitor:

B. Full postal address:

C. Expected arrival:

D. Expected departure:

E. Category of guest: A ☐ B ☐ C ☐

F. For category B & C charges will be paid by:

H. Person making the booking:

a) Full Name:

b) Designation:

c) Department:

d) ID No (In Case of Student):

e) Mobile No:

If charges are not paid by the person mentioned in F then undersigned agrees to settle the bills

Signature of the person making the booking with date

Note:

Requisition for booking of accommodation for official guests of category A should be routed through HOD /Dean then through Director/Registrar. Students requisition must be forwarded through Warden / HOD than through Dean (SW)

Category Approved A ☐ B ☐ C ☐

Sanctioning Authority

In-charge
Guest House