

**Category of Guests**

<b>Category</b>	<b>Eligibility</b>	<b>Authority</b>	<b>Payment mode</b>
A	1.Guest invited by the Institute for academic, administrative work and for campus interview. 2.Employee of sister institutions on official visit (wherever applicable).	Registrar / Dean	By the Institute
B	Guest / individual visiting institute in connection with Scheme / Project / Consultancy / Short term courses/ Seminars / DC meeting / Ph.D. Viva / Conference etc.,	Registrar / Dean / Respective Coordinator	By the respective coordinator / by the guest before checking out. If charges are not paid by the guest then person making the booking is required to clear the bill
C	Parents / Guardians	Dean / Warden / Heads of the Department	By the Individual before checking out. If charges are not paid by the guest then person making the booking is required to clear the bill
D	Employees and their family members, Alumni and their family members.	Faculty / Officers	By the Individual before checking out. If charges are not paid by the guest then person making the booking is required to clear the bill
E	Guest not covered under above categories	For individual In-charge, Guest House and for block booking through Dean	By the Individual before checking out. If charges are not paid by the guest then person making the booking is required to clear the bill

Types of Accommodation		Category-A	Category-B	Category-C	Category-D	Category-E
Accommodation in a double bedded room in twin sharing basis (per person)	AC	Nil	500/-	800/-	800/-	1000/-
	Non-AC		300/-	400/-	400/-	500/-
Full Room (Double Bedded)	AC	Nil	700/-	1000/-	1000/-	1500/-
Lounge	Rs.100/- per hour subject to minimum of Rs.300/- per booking for private use of faculty / staff members of this Institute					

**Note: Please read the rules and procedure**

**For any other information kindly contact Guest House**

**Email : [aubitguesthouse@gmail.com](mailto:aubitguesthouse@gmail.com)**

**Phone Number: 0431-2407955**

**Managing Committee  
Guest House**



**UNIVERSITY COLLEGE OF ENGINEERING (BIT CAMPUS)  
ANNA UNIVERSITY, TIRUCHIRAPPALLI, TAMILNADU  
GUEST HOUSE**

**APPLICATION FORM FOR BOOKING OF ACCOMMODATION**

1. Name(s) of Visitor(s) : \_\_\_\_\_  
(IN BLOCK LETTERS)
- 2.(a) Full Postal Address : \_\_\_\_\_  
\_\_\_\_\_
- (b) Contact : Mob.: \_\_\_\_\_; e-mail : \_\_\_\_\_
3. Expected Arrival : Date \_\_\_\_\_ Time \_\_\_\_\_
4. Expected Departure : Date \_\_\_\_\_ Time \_\_\_\_\_
5. Category Proposed (*Please tick*)  A  B  C  D  E \_\_\_\_\_  
(Give justification where needed)
6. Purpose of Visit : \_\_\_\_\_
7. Type of Accommodation : (Please  $\surd$  in the appropriate box)

Room Type	Twin Sharing Basis	Full Room
A.C. / Non-AC		
Lounge		

8. For categories A & B – Account Name to be billed : \_\_\_\_\_  
For categories C, D & E – Charges will be paid by  Guest  Person making the booking
9. Person making the booking: Full Name (IN BLOCK LETTERS) \_\_\_\_\_  
Designation \_\_\_\_\_ Department/School/Section \_\_\_\_\_  
Telephone Number \_\_\_\_\_ I.D. No. (in case of student) \_\_\_\_\_

*If charges are not paid by the guest then the  
Undersigned agree to settle the bill(s)*

\_\_\_\_\_  
\*Recommendation

\_\_\_\_\_  
Signature of the person making the  
booking with date

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*Note : \*Requisition for booking of accommodation for official guests for which charges will not be accepted may be routed through the competent authority. Students need accommodation for their parents is required to get their requisition forwarded through Dean of Students Affairs / Hostel Superintendent / Warden.*

*The persons who have got the room reserved are liable to pay the charges in case of cancellation of reservation without any prior intimation of normally three days before actual date of occupancy.*

To  
The In-charge, Institute Guest House

(To be submitted at the Reception Counter  
of the Guest House)

<i>For Office Use only</i>	
Room No. : _____	Category _____
<input type="checkbox"/> Chargeable	<input type="checkbox"/> Not Chargeable
APPROVED	
( Signature with date )	

