



OPAL HOSTEL
NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620 015, TAMIL NADU, INDIA

Permission Form for Guest Accommodation

Name of the Faculty / Staff / Student / Guest	:	
Programme / Department	:	B.Tech. / B.Arch. / M.Tech. / M.Sc. / MCA / MBA / MS / Ph.D. / Others Department: _____
Phone / Mobile Number	:	
E -mail	:	
Purpose of Room Requirement	:	Conference / Project work / Department Symposium / Pragyan / Festember / Sports / Supplementary examination / FA / other _____
Details of the Persons who are staying	:	(can be attached as a separate sheet for group of people)
Period of Requirement	:	From _____ to _____ Total Number of days : _____
No. of rooms required	:	
No. of common rooms required	:	
Request for Catering Services	:	Kamadhenu Catering / Sakthis Kitchen

Signature of the Applicant

Signature of Faculty in-charge

Head of Department

OFFICE USE

Signature of the Warden	:			
Convener of Hostels	:			
Fee details	:	Receipt Number	:	
		Date	:	
		Amount paid	:	

GUIDELINES

Hostel facilities include Hostel rooms, Common rooms and out sourced messes for catering services.

1. The institute members / guest are requested to use this form for availing hostel accommodation and catering requests in **OPAL Hostel**. It is advised not to directly contact the caterer before getting the permission of hostel office.
2. Accommodation will be provided only if the forms are filled in proper order and sanctioned by the competent authority.
3. Request form with official purpose will be forwarded by the respective Head of the Department.
4. Institute members are requested to give their request at least a week in advance.
5. Students who wish to avail accommodation for academic purposes should get approval from the faculty in charge and HoD.
6. The details of the room rent are given below:
Hostel room & Common rooms: Rs. 70 / person/day

