

NATIONAL INSTITUTE OF TECHNOLOGY- TIRUCHIRAPPALLI

राष्ट्रीय प्रौद्योगिकि संस्थान – तिरुच्चिराप्पल्लि

Hostels Administration Office/ छात्रावास प्रशासन कार्यालय

Hostel Facilities Requisition Form

Name of the Faculty/Staff/Student:

Staff no/Roll number :

Mob no, E-mail :

Department :

Purpose of Hostel 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)

Dates on which rooms are required:

No of Rooms required :

No of common rooms required :

Preference of Hostel :
(Opal not available)

NIT Book House (Guest) :

Request for Catering Services : Neelkesh/ Vinayaka caterers / SaiKripa/ Hari catering/
Kamadhenu catering/ Sakthis Kitchen/ RR caterer / Marvel
Caterer / Zenith catering/ Shajee Catering

Signature of Applicant

Signature of Faculty incharge

HoD

For Office use Only

Warden Signature with comments on availability of rooms

Convener of Hostels

Chief Warden

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GUIDELINES

Hostel facilities includes Hostel rooms, NIT Book house rooms (old), Common rooms, Out sourced messes for catering services.

1. The institute members are requested to use this form for availing all hostel accommodation and catering requests. It is advised not to directly contact the caterer before getting the permission of hostel office keeping in mind the quality of the regular food served by the caterer to the students.
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. Faculty members making use of guest house for personal use need not get it forwarded through the respective head of the department.
5. Students/Staff who want to make use of the guest house services should forward their request form through Head of the department.
6. Institute members are requested to give their request at least a week in advance.
7. Students who wish to avail accommodation for academic purposes should get approval from the faculty in charge and HoD.
8. The details of the room rent are given below:
NITT-Books house: Double 200/-
Single :125/-
Hostel room & Common rooms (AC): 70 Rs per person/day
9. Rate for caterer may be fixed after discussion of menu with the caterers. If the users are availing from the regular menu regular menu rates only are applied.