

Various categories for SVNIT (SVPB) Guest House (With Effect from 22 Oct. 2020)

Category	Eligibility	Documents to be Attached with Application Form	Payment Mode for Accommodation
Category A (Priority I)	Guest invited by the Institute for academic or Administrative purpose including examiners, selection committee members, experts etc. Any other person approved by the Director/Dy. Director or Registrar as Institute guest. Non-commercial events organised by SVNIT students.	Approval from Director/Dy. Director/Dean /Registrar	No Charges to be Paid
Category B (Priority II)			
Category B1	<u>For Employees (Room Rent)</u> SVNIT Faculty/Staff (teaching/non-teaching etc.) for non-official use. Regular employees (existing & retired) <u>For Employees (Amenities Charges)</u> Social functions of employee for immediate next to kin (self, wife, son, daughter, father and mother) of Faculty/Staff members of the institute.	Self – attested copy of I-card of the institute (Original for verification).	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.
Category B2	Company personnel coming for placement of students or for R&C project.	Appointment letter from company and approved by Prof. I/C T&P	
Category C (Priority III)	Government Officers of other academic Institutes/Colleges/Universities Organizations on official duty but not related to SVNIT. Expert speaker for STTP/Seminar etc.	Official letter from Respective Organizations/authority have to be provided. Request from Co-ordinator.	By the Individual before checking out. By the individual or by the Co-ordinator.
Category D (Priority IV)	Parents of students of SVNIT Recommended by Dean SW/Head of the Department/Faculty	Self – attested copy of I-card /Admission Letter of the student (Original for verification)	Advance payment along with the booking form.
	Alumni of SVNIT Recommended by Director/Dy. Director/Dean (Alumni & Resource)	Self-attested copy of Alumni Association I-card/Receipt of Alumni Association of the person (Original for verification)	Advance payment along with the booking form. If charges are not paid by the guest, then person making the booking is required to clear the bill.
Category E (Priority V)	Any other category not covered above. Requisition form must be recommended by SVNIT staff	Self-attested copy of any government ID proof. (Aadhar card, driving licence etc.)	Advance payment along with the booking form.