

Various categories for SVNIT (SVPB) Guest House

Category	Eligibility	Documents to be attached with Application Form	Approving Authority	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 or Registrar as Institute guest.	Appointment order from Dean / Director / Registrar	Prof. In-Charge Guest House	No Charges to be paid
Category B (Priority II)	1. SVNIT Faculty / Staff (teaching/non-teaching etc.) for non-official use. Regular employees(existing & retired) 2. Company personnel coming for placement of students,	Self – attested copy of I-card of the institute (Original for verification) Appointment letter from company approved by Prof. I/c T&P	Prof. In-Charge Guest House	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 C (Priority III)	1. Government Officers of other academic Institutes / Colleges / Universities / Organizations on official duty. 2. Expert speaker for STTP/Seminar etc.	Official letter from respective organizations / authority has to be provided. Appointment letter from Co-ordinator.	Director/ Registrar Prof. In-Charge Guest House	Advance payment along with the booking or By the Individual before checking out. By the individual or by Co-ordinator
Category D (Priority IV)	Parents of students of SVNIT	Self – attested copy of I-card/Admission Letter of the student (Original for verification)	Prof. In-Charge Guest House	Advance payment along with the booking or By the Individual before checking out.
Category E (Priority V)	Alumni of SVNIT and any other category not covered above.	Self – attested copy of Alumni Association I-card/Receipt of Membership of Alumni Association of the person (Original for verification)	Prof. In-Charge Guest House	Advance payment along with the booking or 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