



SARDARVALLABHBHAINATIONALINSTITUTEOFTECHNOLOGY, SURAT

SARDARVALLABHBHAIPATEL BHAVAN (SVPB) GUESTHOUSE

REQUISITION FORM FOR AMENITIES

Date: / /2024

1.	Name:			
2.	Address:			
3.	Contact No.:		4.	E-mail ID:

Types of Amenities Required:				
Types of Amenities	Amenities Required (√)	No. of Days	From (Date)	To (Date)
5. Big Conference Hall				
Small Conference Hall				
Multi-Purpose Hall				
Big Dining Hall				
Open Lawn				
Parking Lawn				

6.	Category proposed (Refer Backside) (√) :	A	<input type="checkbox"/>	B1	<input type="checkbox"/>	B2	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
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7.	Purpose of Booking:										
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8. Details of Person Making Booking:											
Name :											
Address :											
Mobile Number :				Email ID:							

9. Details of SVNIT faculty/staff for recommendation under category B1 or B2:											
Name:		Dept.:				Sign: _____					

10.	Enclosed supporting documents for Category A? (√): Yes / No										
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11.	Note: Payment will be done by a person who made Booking.										
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(Signature of person making booking)

FOR OFFICE USE ONLY

(Allowed/Not Allowed)	Comment:											
Signature												
	Reception			SVPB-GH Office			Chairman, SVPB-GH					

FOR CATEGORY "A" ONLY

(Allowed/Not Allowed)	Comment:										
Signature											
	Director/Registrar SVNIT, Surat										

For category and tariff please refer page 2

DETAILS OF CATEGORY

CATEGORY	DESCRIPTION	APPROVING AUTHORITY
A	<ul style="list-style-type: none"> ➤ Members of BOG/FC/Senate and other Institute Guest. ➤ Ministry committees/Directors of NITs. ➤ 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 an Institute guest. 	Director/ Registrar
B1@	<ul style="list-style-type: none"> ➤ Experts/speakers/participants of seminars/STTP/conference/ workshops etc. ➤ Faculty/guests invited for research projects, joint research, consultancy etc. ➤ Company personnel coming for placement of SVNIT students. 	Chairman, SVPB-GH
B2	<ul style="list-style-type: none"> ➤ SVNIT existing and retired faculty/staff or self or their family or relatives for non-official use. ➤ SVNIT students for self or for parents. (Through Dean SW, Asso. Dean SW or Chief Warden) ➤ Alumni of SVNIT. (Through Dean ARG) 	Chairman, SVPB-GH
C	<ul style="list-style-type: none"> ➤ Government officers of other academic institutes/ colleges/ universities/organizations on official duty (not related to SVNIT). ➤ Guest/personnel from industry/institutes/colleges/ universities/organizations signed MOU with SVNIT/SVPBGH-SVNIT. 	Chairman, SVPB-GH
D	<ul style="list-style-type: none"> ➤ Guest not covered under category A to C & recommended by SVNIT Faculty/staff. 	Chairman, SVPB-GH

DETAILS OF AMINITY TARIFF

Type \ Category	A	B1@	B2	C	D
Big Conference Hall - 1#	NIL	NIL	9,000/-	12,000/-	15,000/-
Small Conference Hall - 2 & 3	NIL	NIL	4,000/-	6,000/-	7,000/-
Big Dining Hall * (Half day)	NIL	NIL	4,000/-	5,000/-	6,000/-
Big Dining Hall * (Full day)	NIL	NIL	5,000/-	8,000/-	10,000/-
Multi-purpose Hall* (Half day)	NIL	NIL	2,000/-	3,000/-	5,000/-
Multi-purpose Hall* (Full day)	NIL	NIL	3,000/-	5,000/-	7,000/-
Open Lawn#	NIL	NIL	3,000/-	4,000/-	5,000/-
Open Parking Lawn#	NIL	NIL	15,000/-	18,000/-	20,000/-

GST extra as per govt. norms.

***SMC commercial garbage charge Rs. 1,800 (as actual) extra.**

#Electricity charge is extra except category A and B1 (as actual).

@Approval for program from appropriate authority is required.

BANK DETAIL

1.	Account Name	Director SVNIT SVP Guest House
2.	Bank Name	State Bank of India
3.	Branch with full address	SVNIT Campus, Ichchhanath, Surat-7
4.	Account type	Current A/C
5.	Account Number	40058771207
6.	IFSC code	SBIN0003320