



International Students Hostel (INH)

TKM College of Engineering

Kollam – 691005, Kerala, India

Phone: 0474 2712992

Accommodation Request Form

Details of the Faculty/Staff who is requesting for the accommodation of guest(s)

Name of the Faculty/Staff:

Designation:

Department :

Mobile Number :

Email ID:

Details of the Guest(s) for which the accommodation is sought

Purpose of Booking:

(Programme/occasion for which the accommodation is required)

Number of Guests :

Name & Contact of Guest *(if available)*:

Type and Number of Rooms Required; AC Rooms: Non AC Rooms:

AC Room (Rs 1000/- per day) and Non AC Room (Rs 500/- per day)

Number of guests to be allotted in a room : *Single/Double/Triple/Any other*

Check In Date :

Arrival Time :

Check Out Date :

Departure Time :

Does the Occupant take Food in INH: *Yes or No*

(Food prepared only in INH Mess will be served and it will be according to the mess timings)

Declaration

I hereby declare the information given above are true. I will take the responsibility of the guest accommodation and also will take care of any special Food requirement of the Guest and of any Medical urgency of the Guest in case needed.

Signature of the Requestor with Date:

Recommendation by Authorised Official :

(for Office Use)

Rooms Allotted:

Money to be collected for Accommodation/Food:

Signature

(Warden INH)