



तमसो मा ज्योतिर्गमय

NATIONAL INSTITUTE OF TECHNOLOGY  
CALICUT

Guest House

അതിഥി ATITHI अतिथि

Guest House Handbook - 2024  
NIT Calicut



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## Guest House Handbook-2024 - NIT Calicut

1. **About Us:** The Guest House “Atithi” at NIT Calicut is located in the West Campus. The Guest House has 18 Guest Rooms of different types. These rooms can be allotted to the Institute guests, guests of the employees, the Institutes’s alumni and on request to the students / parents of students (with recommendation of Faculty Advisor / Head of the Department). Conference Room, dining hall and institute’s guest house premises can be booked on prior approval only. All guest room units have AC bedrooms and attached toilets with hot and cold water facilities. All the rooms are of double occupancy. All rooms are serviced by an emergency generator set. These units are managed by the Officer-In-Charge (Guest House) and team. Allotment of Guest House units will be based on the availability of rooms. However, certain facilities are to be meant for the official and semi official functions of the institute are reserved only for the institute and are not meant for providing outside parties, which may be decided from time to time. The revised tariff rates for utilising various guest house facilities will be effective from 01.03.2024.
2. **Reservation & Allotment Policy:**
  - 2.1. For booking facilities in Guest House and its Catering Services, the duly filled and signed booking form (enclosed vide Annexure-A) has to be forwarded via email to the Assistant Registrar (Estate & IRM) “[arestate@nitc.ac.in](mailto:arestate@nitc.ac.in)” with a copy to Guest House “[guesthouse@nitc.ac.in](mailto:guesthouse@nitc.ac.in)” in advance.
  - 2.2. Availability of the facility will be informed through reply email by the Guest House team and in response an amount of Rs. 200/- (non-refundable) towards booking fee should be remitted to Canara Bank, NITC A/c No.: 120026105771, IFSC: CNRB0000033 / UPI ID: ‘120026105771@cnrb’ and the transaction proof shall be sent via reply mail to Guest House “[guesthouse@nitc.ac.in](mailto:guesthouse@nitc.ac.in)”. Based on which, the booking will be confirmed by the Guest House team. If the booking is cancelled by the applicant, the booking fee will not be refunded, otherwise the booking fee will be adjusted towards the guest house facility usage charges.
  - 2.3. No telephonic bookings will be entertained.
  - 2.4. The booking is purely provisional and subject to institute official requirements.
  - 2.5. Guests should confirm their time of arrival at the Guest House in advance through email.
  - 2.6. Guests are requested to fill up the register in the Guest House Office at the time of Check-in and Check-out. The Guests should produce their valid ID proof at the time of Check-in for verification purpose.
  - 2.7. Cancellation of bookings, if any, should be informed at the earliest but at 24 hours in advance to the Guest House through mail to “[guesthouse@nitc.ac.in](mailto:guesthouse@nitc.ac.in)”.
  - 2.8. The detailed instructions are provided in the Institute Website vide the link ‘[Guest House Handbook NITC - 2024](#)’. The allotment of these facilities are at the discretion of the Competent Authority, however, generally the allotment will be done on a first come first serve basis. The booking is purely provisional and can be cancelled at any time, if necessary.

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- 2.9. Any guest shall be considered as the Institute guest by the orders of the Director/Registrar only.
- 2.10. Check-in and Check-out Time: 11 AM on that day.
- 2.11. Rooms will be allocated as per availability, requirement assigned by the institute.
- 2.12. Guests who are liable to make payment for using Guest House should settle their bills through cashless mode with the Guest House office before check out.
- 2.13. Guests are requested to deposit the keys at the Guest House office while checking out.
- 2.14. Pet animals are not allowed in the Guest House Units.
- 2.15. The Guest House users are required to adhere to the fare usage of guest house amenities and if any damage is made by the guest, the adequate penal fee will be charged and will be added to the bill.
- 2.16. The Guest House users are expected to follow decent behaviour with the guest house personnel and other guests.

**3. Tariff:**

- 3.1. The tariffs for booking of various facilities of Guest House is provided below:-

<b>Facility</b>	<b>Rate Per Day/Function (in Rs.) [Exclusive of GST]</b>
(1) Guest Rooms (per night basis) (i) Institute's Guest (NITC Guest) / Examiners / Invited Speakers / Department Guests  (ii) NITC staff (including their Relatives & Guests) / Students & their Parents & Others (a) A/c Room with single occupancy (b) A/c Room with double occupancy (c) Additional person (except children of age below 6 years)  (iii) Extra bed charges (iv) Freshup (2 hours)	Nil (to be booked in DOC and transferred to Guest House)  Rs.1,500/- Rs.1,600/- Rs.100/- per person  Rs. 300/- Rs. 200/- per person
(2) Food charges	Breakfast - Rs. 80/- Lunch - Rs. 125/- Lunch (Special) - Rs. 200/- Dinner - Rs. 125/- Tea/Coffee - Rs. 20/-
(3) Dining Hall charges (i) Birthday/Personal functions (ii) Non official Dept. lunch / dinner  (iii) Cleaning charges	Rs. 2,000/- (for 60 persons) Rs. 1,000/- (for 60 persons) & Rs. 500/- (for less than 20 persons) Rs. 400/- (for more than 20 persons) & Rs. 200/- (upto 20 persons)
(4) Conference Room	Rs. 5,000/- (upto 40 persons)

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<b>Facility</b>	<b>Rate Per Day/Function (in Rs.) [Exclusive of GST]</b>
(5) The Premises of Guest House (including space near Gate/Parking Space) [for marriage reception, etc.]	Rs. 25,000/- (for 200 persons) & Rs. 5,000/- (for retirement parties by faculty/staff)
(6) Laundry charges	As per launderette

Note: If AC is not working, Rs. 200/- will be deducted per room/day.

**4. Institute Guest House Photos:**

**Front View**



**Interior**





**Restroom**



**Conference Hall**



**Dining Hall**





**Requisition Form for Guest House Room Booking  
National Institute of Technology, Calicut**

Name of Applicant		Date							2	0		
Employee ID / Roll No (as applicable)		Mobile No.										
Address of the Guest		Email ID										
District		State		PIN Code								
Nature of Visit		No. of Day(s)										
Duration of Stay (with date & time)		From		To								
No. of Room(s) required												

Guest Details (only 2 persons are allowed)					
S. No.	Name of Guest(s)	Age	Gender (M/F)	Relation with Applicant	Aadhaar No. / Passport ID
1					
2					

**Declaration :** I/We will be held responsible, if any of the above statements is found false. I/We also undertake to bear all the financial responsibilities for loss or damage to guest room and NIT Calicut belongings.

Signature of Booking Person	
Recommended by FA/Staff/HoD/HoS	

**Note:**

1. The approval is subject to the availability.
2. The filled-in & signed form may be scanned and sent to "[arestate@nitc.ac.in](mailto:arestate@nitc.ac.in)" and copy to "[guesthouse@nitc.ac.in](mailto:guesthouse@nitc.ac.in)".
3. The visitors/guests shall produce valid ID proof at the time of possession.
4. Charges towards boarding/lodging and food should be paid at the time of check-out.