
sukrtam
GUEST HOUSE, NIT CALICUT
Handbook

1. **About us :** The Guest House "***Sukrtam***" at NIT Calicut is situated on the West Campus and comprises 30 guest rooms of various types. The rooms may be allotted to Institute guests, employees' guests, Institute alumni, and, upon request, students or their parents, subject to a recommendation from the Faculty Advisor or Head of the Department. The Conference Room, dining hall, and Guest House premises can be booked only with prior approval. All guest rooms are double-occupancy units equipped with air conditioning, attached bathrooms, and hot and cold water facilities. The entire Guest House is supported by an emergency generator. The Guest House is managed by the Officer-in-Charge (Guest House) and the supporting team. Room allotment is subject to availability. Certain facilities are exclusively reserved for official and semi-official functions of the Institute and may not be made available to outside parties, as determined by the Institute from time to time. The revised tariff rates for various Guest House facilities will come into effect from **01st September 2026**.
2. **Reservation & Allotment Policy:** To book the Guest House facilities and avail of its catering services, students shall submit the duly completed and signed booking form prescribed in **Annexure-A**, while other applicants may submit their booking requests via email. All requests must be submitted in advance to **guesthouse@nitc.ac.in**, with a copy to the Guest House In-charge at **guesthouseincharge@nitc.ac.in**. **Telephonic bookings will not be entertained.** The booking is purely provisional and subject to the official requirements of the Institute, and the Competent Authority reserves the right to cancel or modify any booking, if necessary. Although allotment will generally be made on a first-come, first-served basis, the final allotment shall be at the discretion of the Competent Authority. A person shall be considered an Institute guest only with the approval/orders of the Director or Registrar. Guests shall intimate their expected time of arrival at the Guest House in advance through email and are required to make the necessary entries in the register maintained at the Guest House Office at the time of check-in and check-out. A valid **photo ID proof** must be produced at the time of check-in for verification. The standard **check-in and check-out time is 11:00 AM**, and rooms will be allotted subject to availability and as per the requirements and priorities determined by the Institute. Any cancellation of a booking should be communicated to the Guest House at the earliest and at least **24 hours in advance** through email to **guesthouse@nitc.ac.in**. Guests who are required to pay for the use of Guest House facilities shall settle their bills through the prescribed **cashless payment mode** at the Guest House Office before check-out and shall return/deposit the room keys at the Guest House Office while checking out. Pet animals are not permitted in the Guest House units. Guests are expected to use the Guest House facilities and amenities responsibly, and any damage to the property, furniture, equipment, or other facilities caused by a guest shall be assessed and the applicable

penal charges/recovery amount shall be added to the guest's bill. All Guest House users are expected to maintain decent and appropriate behaviour and extend due courtesy and cooperation to the Guest House staff and other guests.

3. **Tariff:**

Facility	Rates* (Exclusive of GST)
Accomodation	
A/c Room with single occupancy	Rs. 2000/-
A/c Room with double occupancy	Rs. 2100/-
Additional person (except children of age below 6 years)	Rs. 250/- per person
Extra bed charges	Rs. 400/-
Freshup (2 hours)	Rs. 400/- per person
Dining (Pre-order only)	
Breakfast	Rs. 100/-
Lunch	Rs. 180/-
Lunch (Special) (Prior Booking required at least one day in advance) (Min order - 10 pax)	Rs. 250/-
Lunch - Kerala Sadya (Prior booking required at least 3 days in advance) (Min order - 25 pax)	Rs. 325/-
Dinner	Rs. 180/-
Tea	Rs. 20/-
Coffee	Rs. 25/-
Dining Hall charges (Services will be available up to 9:30 PM)	
Birthday/Personal functions	Rs. 5000/- (up to 60 persons)

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Non official Dept. lunch / dinner	Rs. 2500/- (up to 60 persons)
	Rs. 1500/- (for less than 20 persons)
Conference Hall	
***Gayathri* Conference Hall** (Maximum usage: 8 hours; available until 7:00 PM)	Rs. 10,000/- (up to 50 persons)
Other Facilities	
The Premises of Guest House (including space near Gate/Parking Space) [for marriage reception, etc.]	Rs. 50,000/- (for 200 persons(with new facilities)) & Rs. 5,000/- (for retirement parties by faculty/staff)
Laundry charges	As per launderette

***GST Applicable**

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For payments, Bank details are as follows :

Bank Name : City Union Bank

Account Name : Director National Institute of Technology Calicut Guest House

Account No : 510909010344332

IFSC Code : CIUB0000133

UPI ID : eze0318241@cub

4. **Guest House Photos**













ANNEXURE A

Requisition Form for Room Booking at *Sukrtam Guest House, NIT Calicut*

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

Guest Details (only 2 persons are allowed)					
Sl. 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 guesthouse@nitc.ac.in and copy to "guesthouseincharge@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.

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CONTACT US

SUKRTAM GUESTHOUSE

West Campus, NIT Calicut

Calicut-Mukkam Road, Kozhikode, Kerala 673 601, India

Landline : 0495-228 6177

Email: guesthouse@nitc.ac.in