



FORM – SG5
Indian Institute of Technology Kanpur
Students Gymkhana
Requisition Form for Visitors Hostel
& Allied Facilities



Details of the Event

Name of the Club/Cell/Council:	
Name of the Representative:	

Details of Requisition

Facility	<input type="checkbox"/> Visitors' Hostel	<input type="checkbox"/> Transit Accommodation, New Delhi
	<input type="checkbox"/> Visiting Faculty Apartment	<input type="checkbox"/> Visitors' Hostel Extension

Visitor & Booking Details

Name		Organization	
Address		Nationality	
Phone/ E-mail		Purpose of Visit	
No. of Persons		Age & Relationship	
No. of Rooms		Visitor Category	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
Type of Room	<input type="checkbox"/> Deluxe AC	<input type="checkbox"/> Standard AC	<input type="checkbox"/> Standard Non AC
Arrival Details		Departure Details	
Date:	Time:	Date:	Time:

Bills to be settled by

<input type="checkbox"/> Presidential Council	<input type="checkbox"/> Cultural Council	<input type="checkbox"/> Films & Media Council
<input type="checkbox"/> Games & Sports Council	<input type="checkbox"/> Science & Tech. Council	<input type="checkbox"/> Students' Senate

Intender Profile

Name		Roll No.	
E-mail		Address	
Mobile No.		Signature	

Approvals

Requested by	Forwarded by	Approved by
President/ Convener/ General Secretary	Dean, Student Affairs	Dy. Director/ Director

For Office Use only

Status of Booking	<input type="checkbox"/> Confirmed	<input type="checkbox"/> Not Confirmed	<input type="checkbox"/> RAC
Front Office Asst.	Asst. Caretaker	Administrator-In-Charge	