

GUEST PARTICULAR FORM
NEW FACULTY GUEST HOUSE
MAM COLLEGE
NEW DELHI - 110 002

1. Name of the Guest : _____
2. Designation : _____
3. Address : _____

4. Nationality : Indian/Foreigner _____
If foreigner, Mentioned the name of country _____
5. Purpose of Visit : _____
6. Category (attach proof): Examiner/Institution Guest/Trainee/
Participants in workshop, Symposia etc./others (including relatives
of Out side's students). _____
7. No. of Bed Required : ONE/TWO.
8. If booked by organizers of conference etc., No. of rooms required _____
9. Date of Arrival _____ Time _____
10. Bill to be paid by _____
11. Date of Departure _____ Time _____
12. No. of days accommodation required : _____
13. Name & Designation of person Booking
the accommodation _____
14. Address & Tel. No.(including Mobile No.) _____
15. Date & Time of Booking _____
16. Recommendations of H.O.D.(with seal): Required/Not Required

[Signature of Booking Officer]

Signature & Seal of H.O.D.

1. The Guest house in charge reserves the right to issue accommodation or cancel accommodation without the explanation.
2. The keys may please be collected by the guest/ local host/ authorized person from the reception at the time of check in.
3. Guest house charges are Rs. 50/- for official guest; Rs. 250/- per bed/ day for other and linen washing charges Rs. 50/- per day/guest.
4. Please see that the payments in full are made before departure of the guest.
5. No allotment for the period exceeding three days except the examiners conducting the exam in MAMC. The Dean may at the discretion permit extension of the period of allotment of the guest house in case where the stay of the guests is in the college interest.

