

Format for Dignitaries / Guest Faculty Visit

1. Details of the Dignitary / Guest Faculty

Name of the Dignitary	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Designation	
Organization Name	
Purpose of Visit	
Email id	
Mobile No.	

2. Arrival and Departure Details

Particulars	Date	Time	Mode
Arrival			
Departure			

3. Travel Ticket: Needed Not Needed

Onward Journey			
Date	From	To	Flight No. / Train No
Return Journey			
Date	From	To	Flight No. / Train No

4. Local Cab: Needed Not Needed

Pick Up			
Date	Time	From	To
Drop			
Date	Time	From	To

5. Accommodation: Needed Not Needed

Type of Accommodation	<input type="checkbox"/> Institute Guest House <input type="checkbox"/> Hotel		
Check in		Check Out	
Date	Time	Date	Time

6. Food Preference: Veg Non-Veg Eggetarian

Note: Separate Catering Request Form to be submitted to CAO Office at least 24 hours in advance.

7. Memento: Needed Not Needed

- Type of Memento**
- Bell Metal **Small Nandi** with Print (Rs. 3600)
 - Bell Metal **Jali** with Logo Print (Rs. 1700)
 - Bell Metal **Big Jali** with Logo Print (Rs. 2400)
 - Fridge Magnet 3"** with Logo Print (Rs. 130)
 - Kosa Shawl** (Rs. 1600)
 - Coffee Mug** with Logo Print (Rs. 210)
 - Any Other (please specify)

Note: Separate, Store Requisition Form to be submitted to CAO Office at least 24 hours in advance.

8. Any Other Requirement (Please specify)

Proposed / Recommended By

Signature:

Name:

Designation:

Dept.:

Approved By

Director / Dean / CAO

Important Note:

This Form duly approved by competent authority should be **submitted at least Seven (7) working days in advance**, prior to the visit of dignitaries / guest faculty.