



**National Education Society (R.)**  
**Jawaharlal Nehru National College of Engineering, Shivamogga**  
(Approved by AICTE, New Delhi, Certified by UGC 2f & 12B, Accredited by NAAC –'B',  
Recognized by Govt. of Karnataka and Affiliated to VTU, Belagavi)



### **JNNCE Guest House Room Reservation Form**

Sl No	Particulars	Details
1	Name of the guest	
2	Address of the Guest	
3	Email ID & Phone of Guest	
4	Gender	Male / Female
5	Category of visit	Official/Private
5	Purpose of Visit (Tick applicable one)	VTU Exam work/Resource Person / Placement /Training / Other office work
6	Date & Time of Arrival	
7	Date & Time of Departure	
8	Accommodation Duration	From.....to....., No of Days:
9	No. of person / room(s) required	
10	Type of Required	AC / Non-AC
11	Charge for accommodation ( Tick applicable one)	1. To be paid by the applicant as per rate 2. To be paid by guest as per rate 3. Free (approval of the Principal required)
12	Applicant/Requestor Name, Department/Section, Email ID, Mobile No:  Signature  Date	

FOR OFFICIAL USE	
RECOMMENDATION	APPROVAL
Certified that the visit of the guest is official and recommended for his/her/their accommodation in JNNCE Guest House.	Approved / Not Approved with Charges or Free  <b>Signature of the Principal :</b>
<b>Signature of Head/ In-Charge</b>  <b>Department of _____</b>	Allotted Room No:  <b>Signature of Guest House In Charge:</b>
Amount Paid :  Receipt No:  Date :  Signature of Account Section:	