



PARALA MAHARAJA ENGINEERING COLLEGE

(An Autonomous college affiliated to Biju Patnaik University of Technology, Odisha, Rourkela)
SITALAPALLI, BERHAMPUR, DIST.: -GANJAM, PIN – 761003

No. PMEC/Estt/2079/2026

Date: 02/05/2026

Office Order

The PMEC Guest House is a well-furnished facility intended to provide boarding and lodging to the Institute's guests, visiting officials, participants of academic programs, newly appointed faculty/staff, alumni, and parents of students.

This is to notify all stakeholders that the tariff structure and booking guidelines for accommodation and related facilities at the PMEC Guest House will be effective from the date of issuance of this order and shall remain in force until further notice.

CATEGORIES OF GUEST

Category	Eligibility	Authority	Remarks
CAT 'A' (Institute)	Guest invited by the College for administrative work, Board Meeting, project viva-voice, institute level program conducted by institute such as seminar, conferences, awareness program, sports official etc.	Principal/ Dean/ Registrar	Will be considered as institute guest(s), eligible for free accommodation only.
CAT 'B' (Official)	Guest / Individual visiting College in connection with training and placement interview, Scheme, project/ Research/Consultancy / short term courses, Seminars & Conference workshop, Summer Course (Conducted by any department/ Convener) etc.	Dean / PIC Concerned.	Thorough project / consultancy / respective coordinators/ Supervisor/ PI/ Convener.
CAT 'C' (Others)	Employee, Student's parents / Guardians, Alumni, Vendors /Guest from other Academics Institutes offered accommodation on reciprocal basis.	PIC Concerned.	All the booking done under this category must be routed through any staff of this institute. If charges are not paid by the guest, then person making the booking is required to clear the bill within a week.

Accommodation Charges (Per Day – 24 Hours)

Type of Accommodation	CAT. A (INR)	CAT. B (INR)	CAT. C (INR)
Single occupancy	Nil	₹500	₹500
Double occupancy	Nil	₹600	₹600

Booking Charges for Additional Facility

Facility	Purpose	Tariff/day	Approving Authority
Meeting Room	Official / Institutional Meetings	₹600	PIC, Guest House / Dean
Central Lobby	Small functions / catering services	₹600	PIC, Guest House / Dean
Front Area	Large function like Marriage, thread ceremony, cremation ceremony etc.	₹5000 (includes electricity & parking)	PIC, Guest House / Dean

Important Guidelines:

1. All bookings under the above categories shall be made through proper application and are subject to availability, institutional priority, and adherence to Guest House rules.
2. Priority for accommodation will be Category A, followed by Category B and Category C.
3. Normal booking period is up to 3 days, extendable to 5 days with approval of the Principal.
4. Guest House accommodation is strictly on prior booking basis except in emergencies with approval of the Principal.
5. Submission of valid ID proof is mandatory at check-in.
6. Check-in and check-out are on a 24-hour basis.
7. Food facilities are available on a chargeable basis with prior intimation.
8. For Category C guests, advance payment of one-day room rent is mandatory.

This is issued with approval of competent authority.

Somshah
02.05.2026
Principal

PMEC, Berhampur
PRINCIPAL
Parala Maharaja Engineering College
Berhampur

Guest House Booking Form

PMEC, Berhampur



1. Name of visitor(s)
2. Designation
3. Address & Tele No
4. Expected arrival: Date.....Time.....
5. Expected departure: Date..... Time.....
6. Category proposed: A (Institute) B (Official) C (Others)
7. Type of accommodation required: Single Double
8. Purpose of visit
9. No of person(s)

10. Person making the booking:

(If Charges are not paid by the Guest then the undersigned agrees to settle the Bill(s))(i) Name:

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(ii) Dept..... (iii) Employee code

(iv) Designation..... (v) Telephone Number

11. For Category A/B:

Signature (with seal) of the Principal/Registrar/ Dean/HOD/ PICDate.....

12. For Category 'C' only:

Signature (of the person making the booking).....Date.....

13. Approved by the Authority:

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14. For Office Use:

(i) Register Sl. No..... (ii) Amount Collected..... (iii) Receipt No.....