Guest House Room Reservations through VTOP Portal

Registrar Vellore <registrar@vit.ac.in>

Mon, Nov 10, 2025 at 7:13 PM
To: "All VITians Group (Vellore Campus)" <allvitians.vellore@vit.ac.in>

Ref.: VIT/Regr. /2025/164   10 November 2025

CIRCULAR

Sub: Guest House Room Reservations through VTOP Portal
***

Guest House room reservations will be processed exclusively through the VTOP portal from 10 November 2025 onwards for all Schools, Centres, Functional Departments, and Administrative Offices.

Faculty and staff are requested to submit booking requests at least 7 days in advance. Upon submission, an auto-generated email will notify the requester whether the booking is "Confirmed" or "Not Confirmed" based on availability. Room bookings will no longer be handled through phone or email. Please refer to the attached SOP for Guest House room booking.

Your cooperation in implementing this new system is appreciated.

Registrar

To
All VITians (Vellore Campus)

Vellore Institute of Technology (VIT), India -

- **Engineering and Technology: 142nd in the World and 9th in India (QS World University Rankings by Subject 2025)**
- **Data Science and AI subject areas are within the Top 100 in the world. Computer Science, Information Systems, Electrical, Electronics, and Materials Science subject areas are within the top 200 in the world (QS World University Rankings by Subject 2025)**
- **Within the top 2 in India and top 600 in the world (Shanghai ARWU ranking 2025)**
- **NAAC Accreditation with A++ grade (3.66 out of 4)**
- **Within the top 20 in University, Research and Engineering categories in India (NIRF Ranking, Govt. of India 2025)**
- **396th in the world and 8th in India (QS World University Rankings: Sustainability 2025)**
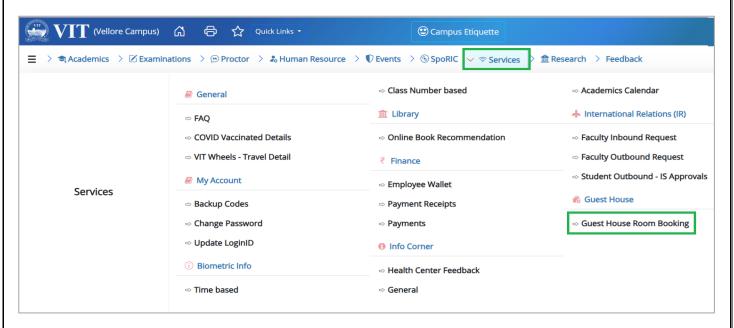
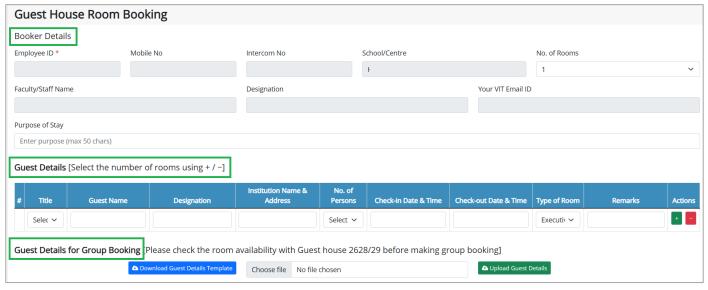📄 **Guest House Room Booking - SOP.pdf**
4293K

GUEST HOUSE

ROOM BOOKING – SOP

Step 1: [for Faculty / Staff]

Go to: VTOP → Services → Guest House → Guest House Room Booking
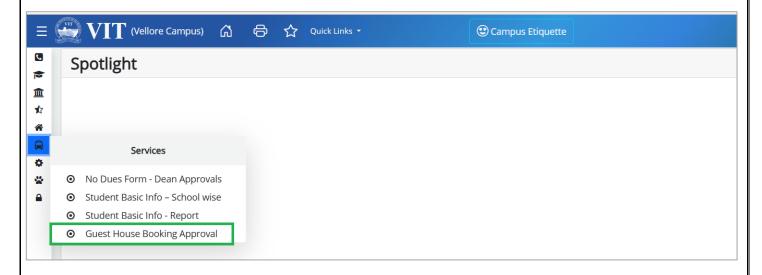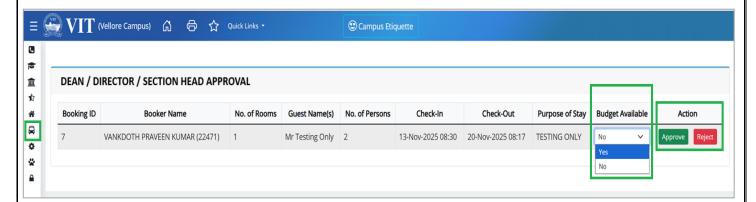
- Book rooms at least 7 days in advance.

Step 2:

- Enter the number of rooms, purpose of stay, and guest details. Select the required number of rooms (use "+" to add additional rooms).
- Agree to the booking policy and terms, then submit the request.
- The request is sent to the Dean/Director/Functional Dept. Head for approval via email.
- A bulk upload option is available for group bookings.

Step 3:

- The Dean/Director/Functional Dept. Head approves the request in VTOP.
- After approval, the Guest House is notified to check availability and confirm the booking.

Step 4:

- Guest House receives booking request via email and checks the room availability

✅ **If rooms are available:**

- The booking will be confirmed, and the booker, the Dean/Director/Functional Department Head will receive a booking confirmation email.

❌ **If rooms are not available:**

- The booking will not be confirmed, and an email notification will be sent to the booker and the respective Dean/Director/Functional Department Head.
- The booker may contact the Events Department for assistance with hotel room arrangements in Vellore (Email: events@vit.ac.in)

SDC Help Desk:

- If you encounter any issues with Guest House room booking or approval through your VTOP login, please email helpdesk.sdc@vit.ac.in

***