

ORDINANCE ON

Rules for University Guest House & Transit Accommodation

The University Guest House & Transit accommodation provides accommodation & service to the guest who come to SVSU Dudhola, Palwal for official & academic purposes. The University at its discretion may extend the facility to its staff/guest for private use, provided accommodation is available.

The activities of University Guest House & Transit accommodation will be governed by the Managing Committee comprising of the following members:

1. Registrar- Chairperson
2. Proctor- Member
3. An expert to be nominated by the Vice-Chancellor
4. Account officer- Member
5. A faculty member to be nominated by the Registrar-Member
6. Assistant Registrar (General Branch)-Member
7. Guest House Manager-Member Secretary

The application form shall be available at University Website (www.svsu.ac.in/) and ERP.

Booking and Cancellation Rules:

1. Application form should be submitted will in advance from the date of occupancy.
2. Duly filled in form, forwarded by respective Dean/Head/In-Charge should be submitted to Guest House Manager with the approval of Dean Academic/Registrar.
3. The booking is purely provisional and subject to availability of Rooms/Services.
4. No telephonic bookings will be entertained.
5. The room is allotted on the condition, that, if necessary, the allottee shall have no objection in sharing accommodation with another guest.
6. Confirmation of allotment will be informed through e-mail or can be checked with (Guest House Manager).
7. Smoking or use of liquor in any form is banned in the University Guest House premises.
8. No explosive items/ highly inflammable/ articles/ alcoholic beverage & pets shall be allowed to be kept in the room.
9. In case of personal booking, Guest House charges must be paid in advance at the time of check-in/check out. Payment must be paid by Intender/Applicant at the time of allotment itself.
10. Payment towards reservation of room(s) will have to be remitted in advance. For the requests received by post, rent will be charged at the time of occupying the room.
11. Decency in all aspects conducive to academic atmosphere should be maintained in the campus, if anything found not in order, fine may be imposed as decided by the University.

12. Use of Lawns, Lounge and dining hall:

- a. Strictly restricted to official functions of the University.
 - b. Can be used free of cost, with the permission of the Vice-Chancellor/Registrar, for farewell functions/parties etc. for university employee(s).
13. Check-out time shall be 12:00 noon, afterword charges will be applicable as per rule.
 14. Accommodation may be allotted with the permission the Registrar on the recommendation of the Guest House Manager. However, permission for earmarked VIP Suite will be granted by the Vice-Chancellor. Guest House Manager shall permit usage for only bonafide purposes and seek ex-post facto sanction, if.
 15. No person shall ordinarily be permitted to stay in Guest House for a period exceeding five days except in the case of SVSU employee joining on first appointment or on transfer. Staying beyond five days shall be allowed only with the permission of Vice-Chancellor. In such cases, Rs. 25/- per day as electricity and water charges shall be charged for duration of stay beyond three days.
 16. The approval for stay of student's parents or blood relatives may be granted by the Registrar on the recommendations of the concerned HOD,s but not for more than three days' subject to availability of accommodation.
 17. Only authorized persons will be allowed to stay in Guest/faculty house.
 18. All the dues must be cleared by the guest(s)/applicant and key(s) must be handed over to the official deputed by the In-Charge (Gen) after handing over the articles. The damage, if any, will be borne by the occupant.
 19. The Vice-Chancellor is competent to cancel any allotment in case of any exigency requiring such steps. The Vice-Chancellor/Registrar reserve the right to inspect/order of inspection of any room at any time without notice.
 20. The Vice-Chancellor may, wherever he considers necessary, waive off the lodging charges in addition to exceptions provided in these rules.

Responsibilities of Applicant/forwarding Official

All the facilities in Guest House are necessarily for official purpose only. The indenters are advised not to book rooms for personal purposes of the visitors in view of the resource crunch as well as security hazards. By filling up the requisition form for allotment of Guest House facilities, the applicant/forwarding officer shall be treated to have accepted to abide by all the rules and take personal responsibility for the genuineness of the visitor, behavioural issues with the visitor and any damages caused by the visitor during the stay Arrival.

Responsibilities of the Guest(s)

1. The Guest House belongings provided in the room must be kept intact and proper handling should be ensured by the guest during his/her stay. In case of damage/loss, if any, due to mishandling the same will to be borne by the occupant/ applicant.
2. The Guests are required to switch off lights, fans, AC & TV and close the windows & door when they leave the room, even for a very short time.
3. Personal Locks are not to be used for locking the doors of the rooms.

4. Valuables should be kept under safe custody. The Guest House will not be responsible for any loss.
5. Guest are advised to get the rooms cleaned in their presence only. If the guest has no objection for getting the room cleaned in his/her absence, he/she should deposit the keys at the reception.
6. Male guests are not allowed to visit the rooms occupied by female guests without prior permission from the concerned guest and vice-versa.

Tariff;

Free Boarding/lodging facility will be given to following persons;

- Any Guest(s) allowed to be treated as University Guest(s) by the Vice-chancellor/Registrar.
- Members of the Court/Executive Council/Academic Council/ Finance Committee/Establishment Committee/Selection Committee/Board of Studies/Departmental Research Committee while on visit to the University in connection with the meeting of these bodies.
- Vice- Chancellor(s) & Registrar(s) of the Public Universities of Haryana State.
- Former Vice-Chancellors of the Public Universities of Haryana State.
- Resource Persons, PGBOS/UGBOS/teachers/examiners of other Universities coming to attend official meetings/delivering lectures at SVSU, Dudhola, Palwal.

Tariff and other charges may apply for the persons not mentioned above:

The charges may be approved by the Vice chancellor from time to time on the recommendations of the Managing Committee.

Catering Facilities

1. For booking meals for Guest(s)/institute activity/short course meeting/ seminar/conference etc. an approval from the authority is required with the Requisition form duly filled by the applicant.
2. Only vegetarian dishes will be served.
3. Written intimation of any change in the numbers of guests should be submitted at least 24 hours in advance.
4. The booking is purely provisional and subject to the availability of rooms/services and can be cancelled at any time due to the circumstances that the authorities deem as fit.
5. No telephonic booking will be entertained.
6. Written intimation of cancellation should be submitted in the Guest House Manager well in advance & no Telephonic cancellations will be entertained.

Note: Other details not covered in this ordinance may be as prescribed by the rules of the university

University Guest House & Transit Accommodation

To,

Guest House Manager,
SVSU, Dudhola, Palwal

R/Sir/Madam,

Please book accommodation for the following Guest(s) with their particulars as given below:

Name of Guest:

Mob. No. & Address:

Purpose of Visit:

Arrival Date: Time: am/pm

Departure Date: Time: am/pm

Type of Room: A.C. Room Non A.C. Room

No. of Rooms Required:

Category of Guest

Official *Kindly attach approval from the authority*

Non-official *Guest/Applicant will make Payment*

Catering Facility *Refreshment/Breakfast/Lunch/Dinner*

(Tick whatever is/are required with relevant approval)

Name of Applicant _____

Designation/Deptt. _____

Mob. No. _____

E-Mail ID _____

Signature of the official

Important Instructions:

- Requisition for booking should be made at least one week prior to the date of arrival of the guest(s) and inform I/C, Guest House accordingly.

- Catering facility will be given with authority's approval otherwise the arrangements will be made by the department itself.
 - For Non-Official Guest: The Applicant will be responsible for above mentioned Guest's conduct. If he/she fails to make payment of lodging/boarding charges etc., the same may be made by the applicant.
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FOR OFFICE USE

- 1. Accommodation: Available/Not Available
- 2. From _____ To _____
- 3. Photo ID: Bearing No
- 4. Room Type. allotted
- 5. Rent/Free of Cost
- 6. Catering Facility
- 7. Arrival Time
- 8. Departure Time
- 9. Remarks (if any)
- Receipt No.....Amount.....
- Signature of the care taker.....

**Signature of In-Charge
Guest House**