



University Guest House / Transit Accommodation Rules

These rules shall be called **Shri Vishwakarma Skill University, Guest House & Transit Accommodation** rules, the same shall supersede all earlier rules / regulations / policies and orders made/issued in the name of rules for the Guest House & Transit Accommodation.

1. Guest House & Transit Accommodation:

Guest House & Transit Accommodation is a residential facility for lodging and boarding at the University Campus for visitors and for those who visit the University for academic purposes as well as to facilitate the university employees governed by the rules stipulated hereinafter. It shall not be used for any private purpose, whatsoever.

2. Free boarding and lodging facility will be provided to the following:

- (i) The Vice-Chancellor may exempt any person from payment of lodging and / or boarding charges.
- (ii) Members of the Court, Executive Council, Academic Council, Finance Committee, Establishment Committee, Selection Committee, Boards of Studies, Audit Committee, NAAC Officials, B&WC while only on Official visit / Meeting at the SVSU.
- (iii) Currently serving Vice-Chancellor(s) and Registrar(s) of the State / Central Universities during the official visit at the SVSU.
- (iv) SVSU staff / officials exigency stay due to University events / programs will be provided free lodging only, the post-facto approvals may be taken duly recommended by the concerned Authority / Dean / Chairperson / Head of Department. In case the approvals not received within 03 working days of stay the entire stay tariffs will be charged to the concerned staff / intender

➤ **Note:**

- a) All guests exempted under Clause 2 shall pay a token amount of Rs. 10 per night / per person stay.
- b) Drivers and Guards accompanying the Clause 2 category guest(s) shall be provided free accommodation, subject to room availability in the designated accommodation facility. However, such individuals shall pay meal charges as per actuals.



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

3. Charges of Rooms at Guest House / Transit Accommodation for persons other than those mentioned in Clause 2:

Sr. No.	Category Of Guest(s)	Room Tariff (INR)
(i)	SVSU Staff & their family members (More than 10 nights stay in a month needs special approvals from the Vice-Chancellor)	500
(ii)	Haryana / Central Govt. Employees coming for official programs / events organized by the University.	600
(iii)	Guest(s) coming for the official programs / events / seminars / Internships / workshops organized by the University / Research Scholars	700
(iv)	For Guest(s) not covered above in any Clause.	1000
(v)	Day use room – For officials stay (Maximum for 06 hours stay)	300
(vi)	VIP Suite – Rooms will be allotted with the permission of the Vice-Chancellor only	2500
(vii)	Dining Hall Rentals – For private functions of the SVSU employees (With prior approval of the Vice-Chancellor / Registrar)	2500

➤ **Note:**

- GST extra, as applicable. The above tariffs are per night & per room charges and include stay charges only. Meals charges not included.
- Entire Room tariffs needs to be paid in advance at the time of booking / check-in by the guest or indenter / department.
- Maximum 02 Guests occupancy allowed in a room. **(Extra Bed Charges – Rs 200)**
- Usage of Day use room for official purpose is allowed maximum for 06 hours. Beyond 06 hours' full tariff will be charged.
- All payments to be made in the University account only through electronic mode. No cash will be accepted.
- No booking(s) will be allowed for more than Ten (10) days in a month, except under special circumstances with prior approval of the Vice-Chancellor.

4. Cancellation and Refund Policy:

Before Check-in Date/Time	Amount to be Refunded
A) Cancellation by the University Authorities in case of any exigency	100%
B) On Notice of Cancellation 24 hours before the Check-in Date/Time	100%
C) On Notice of Cancellation on the date of booking or after the Guest(s) Checked-in	Nil

➤ **Note:**

- The request for cancellation shall be entertained through e-mail only to the In-charge guest house / Manager guest-house, which will be used as proof of date & time of the request.
- No refund will be made in case of 'No Show'.
- The refund will be made online within 30 days of the booking cancellation for Condition A&B only.
- No refund would be allowed if the guest decides not to use the room on any account, whatsoever.



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5. General Information/Instructions:

1. A photo copy of valid Govt. issued ID address proof is to be submitted by all occupant(s) at the time of check-in.
2. Booking form should be submitted before 05 days from date of Check-in. The room(s) will be allotted purely on first come first serve basis.
3. Duly filled booking form, approved by the respective Dean/Head/In-charge should be submitted to the In-charge Guest house / Manager-Guest house in the hard copy only. The same will be forwarded further for the room allotment approvals from the Registrar office.
4. Confirmation of room allotment will be informed by the In-charge Guest house / Manager-Guest house via e-mail / phone.
5. Check-in time shall be 12.00 noon & and Check-out time shall be 11:00 am. However, in case of early arrival the room shall be provided (Subject to room availability).
6. 100% Payment towards reservation of room(s) will have to be remitted in advance. In case request received by post/e-mail, tariff's will be charged at the time of Check-in.
7. All the dues must be cleared at the time of check-out by the guest and key must be handed over to the dealing official on the duty. In the event of loss of keys, the lost key charges (Rs.200) shall be recovered from the guest/intender at the time of Check-out.
8. Any types of damages/loss of items /, if any, will be borne by guest/intender.
9. Consumption of liquor / smoking is strictly prohibited in the premises.
10. Pets are not allowed in the premises.
11. Meals will not be served in the rooms. Menu of the food will be pre-decided.
12. Only authorized person will be allowed to stay.
13. Use of Lounge/Dining Hall /Conference room shall be strictly restricted to official functions/meetings of the University. However, with permission of Vice Chancellor/Registrar, Dining Hall can be used for private functions of SVSU employee as per the applicable tariff of Rs 2500+GST per occasion.
14. The Vice Chancellor may, wherever necessary, waive off the complete boarding and lodging charges.
15. Only the Vice Chancellor is competent to allow usage of Chancellor's Suite, CM's Suite / VIP suite.
16. In-Charge (Guest house & Transit Accommodation) shall permit allotment / booking of rooms for bonafide purposes only on the same day after office hours/holidays as per policy and seek post-facto approval from Registrar.

Note: The Vice Chancellor / Registrar is competent to cancel any booking / allotment in case of any exigency. The Vice Chancellor / Registrar / In-Charge Guest House, or any officer authorized by the Vice Chancellor / Registrar reserves the right to inspect any room at any time without any notice.

The policy / room tariffs may be changed / updated time to time on the recommendation of the committee by the Vice-Chancellor.



Process of Booking the Accommodation

Fill the Guest House / Transit Accommodation Performa (Available at University website)



Submit the Performa hard copy to the In-charge guest house / Manager-Guest house



Performa copy will be sent by the In-charge guest house / Manager-Guest house to the Registrar office for the approvals



After the approvals, In-charge guest house / Manager-Guest house will inform the department /Guest for allotment confirmation.