



वीर माधो सिंह भण्डारी उत्तराखण्ड प्रौद्योगिकी विश्वविद्यालय
(उत्तराखण्ड सरकार द्वारा अधिनियम 415/2005 द्वारा स्थापित पूर्ववर्ती उत्तराखण्ड तकनीकी विश्वविद्यालय)
Veer Madho Singh Bhandari Uttarakhand Technical University
(Formerly Uttarakhand Technical University Established by Act no. 415/2005 by Uttarakhand Government)
Chakrata Road, P.O. Chandanwadi, Premnagar, Suddhowala, Dehradun, Uttarakhand (India)
Tel.No.0135-2774067 Website: www.uktech.ac.in

UNIVERSITY GUEST HOUSE

REGULATIONS FOR GUEST HOUSE ACCOMMODATION

The Guest House (GH) created in the campus of Veer Madho Singh Bhandari Uttarakhand Technical University, hereafter referred to as University, provides beddings (bed sheet, pillow, sheet, pillow-cover, blanket, mattress tea kettle, wardrobe, etc.). An inventory of articles for use in the rooms is available in each room. The guests are requested to check these items at the time of occupying the room. The responsibility for any missing item will, thereafter, rest with the guests. The guests are responsible for proper use and upkeep of the materials/fixtures provided in the rooms as also in the guest house. They shall be liable to pay charges for any loss or damage caused during their stay.

1. Duration of stay

Ordinarily a person will be allowed to stay for three days. However, under special circumstances (s) he may be permitted to stay for a maximum period of ten days depending upon the availability of rooms and/ or purpose and nature of his/her stay. However, in case of Visiting Professor/ invitees of the University, the stay could be extended to a period of one months or more, by the approval of Vice Chancellor.

Extension of booking will not be automatic. However, it may be considered subject to availability of accommodation and on the request of the University/ Centre/ Department/ Section.

2. Booking

The University guests, students, teaching and non- teaching staff members are requested to observe the following terms and conditions for accommodation in guesthouse:

2.1 Request for Reservation of Accommodation under different categories is given in the table shown below. Prior Permission for reservation is required from the following authority:

Category of Guest	Eligibility	Authority	Payment Mode
A	Guests invited by University for academic, Administrative and other associated works. New appointees who come to join duty in University. On duty faculty members/Directors/Officers/Staff Members as deputed by University.	Registrar	No Room Charges Payment is Applicable
B	Guest/Individual visiting University in connection with scheme project/consultancy /short term courses, workshop, seminar & conferences etc.	Respective Sectional Heads or Registrar	Project / Heads or equivalent / by the Guest/University
C	Parents/Guardians/ Alumni /Guest from other academic institutes/ Close relatives of University employees	Registrar	By the individual guest before checking out. If charges are not paid by the guest then person

D	Guest not covered under above categories	By Registrar with approval of Vice Chancellor.	As decided on case to case basis.
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- 2.2 Students will not be accommodated in the Guest House.
- 2.3 Student requiring accommodation for their parents/ guardians (as per the university records) is required to get their requisition forwarded through their respective Wardens and Head of department.
- 2.4 Newly appointed/transferred officers/faculty members/ non- teaching Staffs may be provided accommodation for a maximum period of seven days. The extension of the facility is subject to prior approval of Vice Chancellor, however there is no claim will be considered for this.
- 2.5 Booking of rooms for Conference /Workshop/Individual academic visitors should be made 30 days in advance and finally confirmed 15 days prior to the date of the Conference/Workshop/Individual guest, on appropriate booking /reservation form.
- 2.6 Private/Political functions are not permitted in the Guest House.
- 2.7 MHRD/Govt. of India/State Government clearance is required for the guest/visitors holding foreign passport for staying in the Guest House, usually it will not be permitted.
- 2.8 Incharge of guest house may at his discretion, cancel a booking or offer alternate accommodation as fixed by the Registrar.

3. General Rules

- 3.1 Accommodation shall not be claimed as a matter of right.
- 3.2 Guests will not be allowed to accommodate additional persons in their rooms, without the prior approval of the In-charge, Guest House.
- 3.3 Visitor(s) coming to see the guest staying in the GH shall have to make entries in the register available with the Guest House Caretaker.
- 3.4 Not more than two persons will be allowed in the each double bed room.
- 3.5 Booking is not permitted for guests undergoing medical treatment/ advice who are suffering from communicable disease or are bed ridden or are post-delivery case.
- 3.6 The kitchen of the Guest House will be closed at 10.00 pm and food charges are to be paid by the guests unless directed for payment by the University.
- 3.7 All bookings are made through the University/departments/centres/faculties/ non-teaching staff of the University.
- 3.8 Guests leaving rooms shall leave the room key with the front office for cleaning and other maintenance works. However, the university shall not be responsible for any loss or damage of the belongings of the occupant during his/her stay in the Guest House.
- 3.9 In case of emergency due to heavy booking, a single occupant of the room may be asked to share the accommodation with another guest. The accommodation in the Guest House shall be provided to the people in the order of precedence in which they are shown in the table above.
- 3.10 Suggestions/complaints, if any, may be made in the Suggestion Register, kept in Guest House with the Guest House Caretaker.
- 3.11 The Vice Chancellor of University shall have overriding powers and can take necessary decision on any matter related to the guest house in the University.
- 3.12 Toiletries will not be provided by the University to the guests residing in the Guest House.
- 3.13 The guests have to submit / show any Government ID during check in in the guest house.

4. Cancellation of Booking

The concerned person/ section/ department/ centre should inform the In charge of the Guest House preferably through e-mail/ writing or over phone, as early as possible, about the cancellation of the bookings.

- 4.1 The following will be the cancellation charges:
 - 4.1.1 Booking cancelled 10 days earlier - No charges

- 4.1.2 Booking cancelled before 7 week days - One day room charges
- 4.1.3 Booking cancelled before 48 hrs - 50% of the entire booking.
- 4.1.4 Last moment cancellation - Charges for the entire booking.

5. Check-In/Check Out

5.1 Twenty four hours from the time of check-in.

5.2 The Guest may check in at any time. However, for the purpose of accounting, a day means 24 hours from the time of occupation/arrival as indicated in the Guest House Register kept with Guest House Caretaker.

6. Room Charges

Room Charges* (Per Day) <i>*For maintenance, cleaning and upkeep of facilities in room</i>		
Category of Guest	Normal Room	Deluxe Room
A	Free	Free
B	Rs.500 per day single occupancy or Rs.800 per day double occupancy	Rs. 1500/-
C	Rs.500 per day single occupancy or Rs.800 per day double occupancy	Rs. 1500/-
D	Rs.500 per day single occupancy or Rs.800 per day double occupancy	Rs. 1500/-

7. Payments

7.1 Bills must be cleared during office hours i.e. 10.30. a.m. to 04.30 p.m. on working days. In case, a guest need to leave on a Sunday or holiday, the payments should be made a day earlier.

7.2 All payments shall be against the official receipt and before the guest leaves the guest-house.

7.3 Payment is accepted only by cash/ bank challan/online mode. Credit/debit cards are not accepted.

7.4 All Departments/Sections must pay Guest House bills within three months. If any Department/Section or any individual sponsored by the Departments has not cleared the bills within the stipulated period, the Guest house will not make any bookings until the bills are cleared by the Department/Individual.

7.5 The Vice-Chancellor may exempt any person from payment of lodging and/or boarding charges and may declare any person as a University (*Category: A*) Guest.

8. Service Schedule and Food Charges:

Food charges for University Guests shall be paid by University as per rates detailed below for One Bed Tea, One Breakfast, One Lunch, One Dinner and One Evening tea per head.

Food Charges to be paid directly to Canteen.

Bed tea	6.00 am to 7.00 am	Rs. 10/- per cup.
Breakfast	8.00 am to 9.00 am	Rs. 40/- per head.
Lunch	1.00 pm to 2.00 pm	Rs. 80/- per head.
Tea / Coffee		Rs. 10/- / Rs. 20/- per cup.
Evening tea	5.00 pm to 6.00 pm	Rs. 10/- per cup.
Dinner	8.00 pm to 9.30 pm	Rs. 80/- per head.

Some Do's and Dont's

- All guests must sign the Guest Occupancy Register kept with the Guest-House Caretaker before check-in and check-out.
- Persons staying in the Guest House are not entitled to bring in unauthorized guest(s) to stay with them in the Guest House.
- The Guest House closes at 10 PM. Those staying out for the night or coming late should inform the Guest House Caretaker / Security Guard(s) on duty in advance to avoid any inconvenience.
- The University authorities are not responsible for valuable items kept in the rooms.
- The occupants shall have to maintain peace and tranquillity in the Guest House complex.
- Consumption of alcoholic drinks, psychotropic, narcotics substances, other prohibited items as directed by Government/University and smoking in the Guest House are strictly prohibited.
- Any damage or loss to Guest House will be subject to a fine would be paid by the one who requisitioned.
- The room charge is subject to change at any time without notice.
- Visitor for guests residing in Guest House is allowed from 10.00 a.m. to 10.00 p.m. only.
- Cars of guests are to be parked in parking space. Pets/Dogs/Cats etc. are not allowed in the Guest House.
- Damaging of property or defacing any notice/poster/walls etc. of the Guest Houses is illegal.
- All visitors coming to see a guest staying in the guest house shall have to make entries in the register available with the security guard.
- Self-Cooking by guests is not allowed in the rooms.
- Drying of clothes on the verandah or balcony or any areas other than those specified for the purpose, shall not be allowed.
- Food/meals, except tea/coffee/cold drinks, are served only in the dining lobby.
- The guests are requested to switch off the lights, ACs and fans, close windows and lock their rooms when they go out.
- Please do not pay tips to the staff.
- Cleanliness has to be maintained in and around the Guest House. Dust bins are placed in appropriate places for disposal of refuses.
- There is always room for improvement. Suggestions/complaints, if any, may be put in the suggestion box.
- Kindly care to fill in the feedback form available the Guest House Caretaker.

Notwithstanding any provision in the aforesaid rules, terms and conditions, the management of the UNIVERSITY Guest House reserve the right to refuse booking or cancel the accommodation in the Guest House, at any stage, without assigning any reason.

Registrar