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Guru Gobind Singh Indraprastha University
Office of Deputy Registrar, Estate
Sector 16-C, Dwarka, New Delhi - 110 078

April 25, 2014

Notification

On the recommendation of the constituted committee members related to Guest House of Guru Gobind Singh Indraprastha University.

The Guest House accommodation shall be available under the following categories :

- I. Official : Guests that has been invited by the University/School/Centre for which TA/DA to the guest is to be paid by Guru Gobind Singh Indraprastha University (Visitors of the University invited by Hon'ble Vice Chancellor, Members of Board of Management, Visiting team of UGC, NAAC, HRD Ministry in relation to University's academic programs. Members of Statutory Body Meeting like Academic Council, Board of Studies of Schools/Selection Committees, Members of Finance Committee, Board of Affiliation, Planning Board, External Examiners, Experts/Panel Members, Guest Speaker etc.).
- II. Non - Official : Newly appointed faculty members (for a limited period), parents/guardians of students and relatives of employees and any other guests as approved by the Competent Authority.

The following Tariff / Room rent for the Guest House is approved by the Hon'ble Vice Chancellor.

S.No.	User	Deluxe Room	Ordinary Room	Remarks
1.	Official	NIL	NIL	
2.	Non - Official	Rs. 1200/- per day	Rs. 600/- per day	To be paid by the individual concerned

This notification issues with the approval of competent authority.

Ahtesham
Deputy Registrar
Estate

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GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

DWARKA CAMPUS, SEC. -16C, DWARKA, NEW DELHI – 110078 PH. NO. 011-25303139, 138

GUIDELINES FOR BOOKING OF GUEST HOUSE

1. **ENTITLEMENT** : The Guest House accommodation shall be available under the following categories: -

- i. **Official** : Guests that has been invited by the University/School/Centre for which TA/DA to the guest is to be paid by Guru Gobind Singh Indraprastha University (Visitors of the University invited by Hon'ble Vice Chancellor, Members of Board of Management, Visiting team from UGC, NAAC, HRD Ministry in relation to University's academic programs. Members of Statutory Body Meeting like Academic Council, Board of Studies of Schools/Selection Committees, Members of Finance Committee, Board of Affiliation, Planning Board, External Examiners, Experts/Panel Members, Guest Speaker etc.).
- ii. **Non-Official** : Newly appointed faculty members (for a limited period), parents/guardians of students and relatives of employees and any other guests as approved by the Competent Authority.

2. GENERAL RULES OF STAY FOR GUEST

- i. Booking of room(s) can be made by filling the prescribed form and submitting it to the Estate Branch in advance (preferably before 3 days). The allotment of rooms shall be generally done on the "**first come, first served**" basis.
- ii. Accommodation in the Guest House may be made up to a maximum of three days. When accommodation is required for more than three days, special permission of the Vice-Chancellor shall be required.
- iii. Newly appointed staff/faculty members may be provided accommodation for a maximum period of 15 days. If any staff/faculty member(s) has to stay in the Guest House beyond 15 days, permission of the Vice-Chancellor shall be required.
- iv. Any cancellation of reservation shall have to be informed to the Estate Branch or Caretaker/Supervisor in writing or over phone at least 24 hours before the otherwise scheduled time of occupation, failing which room rent shall be levied.
- v. Check-out time shall be 12 Noon.
- vi. The main gate opens at 6:00 a.m. & closes at 11:15 p.m.
- vii. Visitors for guests residing in Guest House is allowed from 9:00 a.m. to 9:00 p.m. only.
- viii. The Guest House is available on rent for the regular employee(s) of the University.
- ix. Guest House accommodation will be provided to official category on the first priority.
- x. The providing of the room will be subject to the availability.
- xi. Pets are not allowed.
- xii. Any employee(s) of the University staying in the Guest House beyond the admissible period without prior permission shall be liable to disciplinary action as per rules.
- xiii. The Guest(s) shall not accommodate any additional member(s) in the room without permission of the competent authority.
- xiv. Guests while leaving their 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.
- xv. Gambling, smoking and liquor consumption in any form or unlawful behavior is strictly prohibited inside the rooms and elsewhere inside the campus.
- xvi. The occupants shall have to maintain peace and tranquility in the Guest House complex.
- xvii. Cooking/washing in not allowed in the rooms.
- xviii. Drying of clothes on the verandah or balcony or any areas other than those specified for the purpose, shall not be allowed.
- xix. No unauthorized person shall be allowed to stay in the Guest House.
- xx. Cleanliness has to be maintained in and around the Guest House. Dust bins are placed in appropriate places for disposal of refuses.
- xxi. The applicant will pay the damages caused by his/her guests to the building or furniture/ fixtures or any other property during the stay of his/her guests. The damage/loss will be assessed by the Estate Branch of the University and later be informed to the applicant for depositing the same within 15 days, failing which the said amount will be deducted from his/her salary.

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- xxii. The applicant will be required to ensure that once the requirement is over, the venue is checked and locked in coordination with the Caretaker/Security services.
- xxiii. A person suffering from an infectious or a contagious disease shall not be allowed to stay in the Guest House.
- xxiv. The University shall not be responsible for any loss or damage to a person or the property of any occupant, during his/her stays in the Guest House.
- xxv. All electrical appliances like fan, light, air-conditions, geyser etc. should be switched off before leaving the room.
- xxvi. Do not take away the inventory items of the Guest House, otherwise the charge will be added into your bill.
- xxvii. No changing of rooms or transfer of rooms is allowed without the permission of the concerned officer.
- xxviii. Our staff may check the room from time to time.
- xxix. Please do not pay tip to the staff.
- xxx. The University does not accept credit/debit cards.
- xxxi. In case of violation of the above rules or any misconduct or deem to cause inconvenience or discomfort to others, the management serves the right to ask the guest to vacate the room at short notice/immediately.

3. RULES FOR GUEST HOUSE STAFF

- i. An Occupancy Register shall be maintained in the Guest House in the prescribed format and the same shall be produced to the guest on entry. The guest shall also sign the register on the appropriate column at the time of departure. A Visitor's Book shall be kept at the Reception Counter for recording the suggestions or complaints of the guests, if any.
- ii. The Vice-Chancellor may relax any rule in full or part in such cases as may be deemed fit and necessary by him.
- iii. Necessary amendment to any of the aforementioned rules may be recommended, if deemed required, by the Guest House Management Committee for approval of the Vice-Chancellor. Such recommendation(s) shall become rule on notification by the Registrar.
- iv. The Guest House would be booked by depositing the fee in the Accounts Branch & requisition form alongwith fee receipt should be submitted in the Estate Branch.

4. TARRIF FOR GUEST HOUSE

The room rent for stay in the guest house will be as follows:

S.No.	User	Deluxe Room	Ordinary Room	Remarks
1.	Official		Nil	
2.	Non-Official	Rs. 1200/- per day	Rs. 600/- per day,	To be paid by the individual concerned

*Not more than three guest rooms may be booked for one person at one time)

5. ACCOMODATION AVAILABLE

- i. Deluxe Rooms - 2 (Two)
- ii. Ordinary Rooms - 4 (Four)

6. CANCELLATION CHARGES

- i. The rooms can be cancelled without any charge before three working days in advance.
- ii. For cancellation later than three days, one day charges would be paid.

7. IMPORTANT CONTACT NOS.

- i. Mohd. Ahtesham Ullaha, Dy. Registrar (Estate) & In-charge-Guest House : 9999488144/011-25302247
- ii. Mr. Sumer Singh, Asstt. Registrar (Security) : 9811587687/011-25302244
- iii. Mr. Kulvinder, Assistant (Estate) : 8860811862/011-25302245
- iv. Police : 100
- v. Fire Station : 101

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Requisition Form for Guest House of the University

Request for: Deluxe Ordinary

- Name of the Applicant/Requisitioner : Prof./Dr./Mr./Miss/Mrs.
- Designation/Official Address:..... Employee Code:
- Residential Address:
- Phone No. Email ID :
- Purpose (Give Details) :
- Category of the Guest : Official Non-Official
- Accommodation Required: From to
Arrival Time Departure Time
- Name(s) of the Guest Age Relationship with the Applicant/Requisitioner
.....
.....
.....

(Please see the terms and conditions for the booking of Guest House overleaf)

Certificate by the requisitioner : The guest is personally known to me and I am responsible for his/her conduct. If he/she fails to make payment of lodging/boarding charges etc., the same may be made by me.

Forwarded by Signature

Date: Name

..... Designation

..... Phone No.

Sign of Applicant/Requisitioner with Date

For official guests

It is certified that the above mentioned guest has been invited by the University/School/Centre on to attend for which TA/DA to the guest is to be paid by GGSIPU.

**Signature of Dean/HoD/Director/Chairperson
(With official seal)**

For Office Use :

- The accommodation, as required above, is available onmay kindly consider to book the same.
OR
 - The accommodation, as required above, is NOT available on
- (Return the Performa to Applicant/Requisitioner if (ii) is applicable)

Copy for information to: A.R. (Security) & D.R. (GA)

Caretaker

Dy. Registrar (Estate)

The Registrar

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