

RULES FOR ALLOTMENT OF GUESTHOUSE ACCOMMODATION

Definitions:

University – means Central University of Gujarat (CUG)

Official Guest – means those person(s) invited by way of a written communication/email/telephone/fax by the designated authority to attend official engagements in the University.

Non-Official Guest – means a person visiting an employee (teaching and non-teaching) of the University for personal purpose.

Exclusions – Persons in employment of the University (teaching and non-teaching) are not construed as a guest. However, such persons can be permitted to avail of the facility available to Guest on written orders of the competent authority.

1. A person coming to join the University on her/his first appointment may be permitted to stay in the Guesthouse for the period upto 15 days as per the specified rates as applicable to the category of Non Official Guest.
2. The guests are allowed to stay in the guesthouse for the officially approved duration of the stay.
3. No charges on account of boarding and lodging shall be levied on the official guests.
4. The guests shall be served bed-tea/coffee, breakfast, lunch, evening tea/coffee and dinner subject to their being available at the specified time in the guest house.
5. The check in time starts at 10:00 am. However, for the purpose of accounting, a day means 24 hours from the time of check-in.
6. A person suffering from infectious or contagious disease shall not be allowed to stay in the guest house.
7. Official guests shall have priority over and above non-official guests.
8. Reservation/Booking of accommodation in the guest house shall not confer on the allottee any right to tenancy of the premises and the

University shall have the right to get the rooms vacated at any time without giving any notice or assigning any reason in case of unauthorized stay/over stay.

9. The guest house will be under the administrative control of the designated authority, as appointed by the Vice-Chancellor. The guest is expected to maintain harmony and good behaviour during her/his stay.
10. No unauthorized person shall be allowed to stay in the guest house.
11. The use of alcoholic drinks in the guesthouse is strictly prohibited as per the State Government Orders.
12. The University shall not be responsible for any loss or damage to a person or the property of the guest during his/her stay in the guest house.
13. Persons using the guesthouse will pay for the damages caused by them to the building or furniture or fixtures or any other property of the University during her/his stay.
14. For non-official guests, the request for an accommodation will be accepted only on recommendation from faculty members, and officers of and above the rank of Assistant Registrar.
15. The non-official guests shall pay rental charges for the period of booking even if the room allotted to her/his remain vacant because of her/his late arrival.
16. Request for non-official bookings shall be confirmed not earlier than 15 days in advance on deposit of full payment of the prescribed charges in cash/DD. Under no circumstances shall such confirmed bookings be cancelled by the University. If cancellation is made by the guest 7 days before the expected time of arrival, the entire advance will be returned.
17. In case of paucity of accommodation, the guests are expected to share their accommodation.
18. Non-official guests will be charged at the rates specified below.
 - (a) AC Room Rs.500/- per person per day + Food Chares as per Menu.
 - (b) Non-AC Room – Rs.250/- per person per day + Food Charges as per Menu.

(Rates are subject to revision from time to time as decided by the Vice-Chancellor)

19. Period of stay for non-official guest will be for a maximum of 7 days and 6 nights.
20. These rules will be applicable to the all such premises, designated by the University as University Guest House.