

## RULES FOR ALLOTMENT OF BANKURA UNIVERSITY GUEST HOUSE ACCOMMODATION

Definitions:

University – means Bankura University (West Bengal)

Special Guest- No charges on account of lodging shall be levied on the Special Guests. The Vice Chancellor should mention the term “Special Guest” in his letter or any Departmental letter to identify the Guest as Special Guest. Food charges will only apply in case of Special Guests but may be relaxed by the Vice Chancellor.

Official Guest –means those person(s) invited by way of a written communication to attend any official engagements (Academic/Administrative) in the University, with the prior approval of the Vice Chancellor. Normal charges will apply in case of Official Guests and the Guest House booking amount including food will have to be paid by the concerned Academic or Administrative Department to the Finance Department for transfer of the amount to University General Fund. Persons other than invitees may also apply for allotment of rooms in the University Guest House through an employee (as per clause 12) if she/he visits the University for any academic/administrative purpose. In that case the Guest or the recommending employee has to pay the food and lodging charges directly to the University as per rule. The purpose of visit must be mentioned in the application format.

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 only on written orders of the Vice Chancellor of the University subject to fulfilment of all necessary financial and other booking formalities.

1. A person coming to join the University on her/his first appointment in a substantive position may be permitted to stay in the Guesthouse for a period of **7 days** or less as per the specified rates. This is subject to availability of rooms in the Guest House.
2. All Guests are allowed to stay in the Guesthouse for the officially approved duration of the stay for a **maximum of 3 days**. Any extra day of stay beyond the maximum permissible limits will need the approval of the Vice Chancellor or Registrar.
3. The Guest may be served, breakfast, lunch, evening tea/coffee and dinner subject to their being available at the specified time in the Guest house. The concerned caretaker of the Guest House must be intimated regarding this by the University Department **at least 2 days before arrival**. Any cancellation of meal orders will not be entertained and the Department has to pay the price of the ordered meal. In case of Official Guests the Department has to take this responsibility and the University Administration will not pay the food charges already booked.
4. **The check in time starts at 11:00 am and check out at 10:00 am**. However, for the purpose of accounting a day means 24 hours from the time of check-in.
5. A person suffering from infectious or contagious disease shall not be allowed to stay in the Guest house.

6. All bookings must be made **at least 5 working days in advance** on deposition of full payment of the prescribed charges in cash/DD. Advance payment must be made from 12.30 pm to 2.30pm at the Finance Section of the University after due approval from the concerned Officer in Charge.
7. In case of a clash of same date between Special Guest and Official Guest the Special Guest will have priority over Official Guest. However if the booking is already done for guests of other category, then rooms cannot be booked for the Special Guest.
8. In case of an emergency the Officer-in-Charge of the Guest House may allow a room to be booked without any formalities, if directed by the Vice-Chancellor, but due formalities and payment procedures must be completed immediately upon arrival of the guest. Exception to this rule is at the sole discretion of the Vice Chancellor.
9. Rooms once booked cannot be cancelled. Bookings **beyond 1 month** is not allowed. All Departments of the University are advised to book early to avoid last minute complications.
10. Reservation /booking of accommodation in the Guest house shall not confer on the Guest 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.
11. 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.
12. No unauthorized person shall be allowed to stay in the Guest house.
13. 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.
14. Persons using the guesthouse will pay for the damages, on spot, caused by them, to the building or furniture or fixtures or any other property of the University during her/his stay. If the Guest refuses to do so, the concerned Head of the Department or the recommending Officers/employees will have to pay for the damage done **within 7 working days**. Any failure to comply with this norm may entail severe penalties including suspension of the employee.
15. For 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, Officers in Additional Charges and Section Officers working in substantive positions of the University.
16. The Official guests shall pay booking charges for the period of booking even if the room allotted to her/his remains vacant because of her/his late arrival.
17. In case of paucity of accommodation, the guests may share their accommodation.
18. Official will be charged at the rates specified below.
  - (a) **AC Room Rs. 500/- per person per day + Food Charges + GST**

AC will not be available in case of power failure in the building complex or if there is a shedding of electrical load.

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

19. Booking of room(s) can be made by filling the prescribed form. The allotment of rooms shall be generally done on the “first come, first served” basis.
20. The Vice Chancellor or the Officer-in-Charge duly appointed by the Registrar through the Vice Chancellor’s order reserves the right to cancel a booking, refuse accommodation or change the room(s) allotted to a person or persons without assigning any reason(s) thereof, in case of an emergency.
21. The occupants shall have to maintain peace and tranquillity in the Guest House complex.
22. Drying of clothes on the veranda or balcony or any areas other than those specified for the purpose, shall not be allowed.
23. Cleanliness has to be maintained in and around the Guest House. Dustbins are placed in appropriate places for disposal.
24. 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 sign the Register on the appropriate column at the time of departure.
25. Necessary amendment to any of the aforementioned rules may be recommended. If the Vice Chancellor approves, those recommendation(s) shall become rule on notification by the Registrar.
26. An inventory of articles is available in the rooms. The responsibility for missing items or for breakage will rest with the Guest.
27. Guests will not be allowed to keep additional persons in their rooms, without the prior approval of the Officer in- Charge.
28. Guest must deposit keys of their rooms at the reception before leaving the Guest House.
29. All foreign nationals; on arrival, must get their **passport checked** in the Guest house and deposit a self-attested photocopy of the same. Indian guests must deposit the self-attested photocopy of any one of the **valid Photo ID** (pan card/passport/voter card/Aadhar card). Originals must be shown to the caretaker.
30. These rules will be applicable to all such premises, designated by the University as University Guest House.
31. The Vice Chancellor may relax any rule in full or part in such cases as may be deemed fit and necessary by him.