



CUSB GUEST HOUSE
दक्षिण बिहार केंद्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF SOUTH BIHAR
(A Central University Established by an Act of Parliament)
2011, Patna-20, India

STANDARD OPERATING PROCEDURE (SOP) FOR GUEST HOUSE BOOKING:

The guests are responsible for proper use and upkeep of the materials/furnitures provided in the rooms as also in the guest house. The Guests are also requested to adhere to the Rules and Regulations given in SOP for smooth functioning of the Guest House. Guests shall be liable to pay charges for any loss or damage caused by them during their stay.

1. Duration of stay

Ordinarily a person will be allowed to stay for maximum three days. However, under special circumstances (a) he may be permitted to stay for a maximum period of Seven days depending upon the availability of rooms, and/or purpose and nature of his/her stay and subject to approval of the university authorities of Guest House.

Extension of booking will not be automatic. However, it may be considered subject to availability of accommodation and approval on the request only.

2. Booking

The University Guests, Teaching and Non-Teaching staff members are requested to observe the following guidelines for accommodation in Guest House:

- 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:
- 2.2 The Sub Rooms will be booked only after Approval of the Vice-Chancellor .

Category of Guest	Eligibility	Authority for approval	Room Rent per day	Payment to be Made By
A (Officials)	Guest / BO / PC / HC / Selection Committee Members, Faculty invited to BOS/ BOC, Officers of S&H/ UGC/ P-3 / BO / HC/ FE / HODs / Officers coming for administrative work invited by the University.	Registrar or such officer as designated by teacher.	Rs.1000/- per day	The University
B (Guest officers)	Guest/Individual visiting CUSB in connection with scheme, project/consultancy short term courses, workshop, seminar & conferences etc.	Registrar or the recommendation by the HOD / PC/Convener of the programme.	Rs. 1000/- per day	Project Investigator from Project Grant/ Hosts of the Department/ Convener or equivalent / or by the Guest himself
C	Parents/Guardians of the Students residing in Hostel / Alumni /Guest from other academic institutions/relatives of	Registrar or recommendation by respective Wardens in case of Hostels/ etc.	Rs. 1150/- per day	By the individual