



**CUSB GUEST HOUSE**  
**दक्षिण बिहार केन्द्रीय विश्वविद्यालय**  
**CENTRAL UNIVERSITY OF SOUTH BIHAR**  
(A Central University Established by an Act of Parliament)  
NAAC Accreditation : Grade "A"

**STANDARD OPERATING PROCEDURE (SOP) FOR GUEST HOUSE BOOKING:**

The guests are responsible for proper use and upkeep of the materials/fixtures 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 (s) 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 Suit 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
<b>A</b> (Officials)	Court / EC/ FC / AC / Selection Committee Members, Faculties invited for BOS/ BOE, Officers of MHRD/ UGC/ PCI / BC1 / NCTE / NAAC Officers Coming for administrative work invited by the University.	Registrar or such officer as designated by him/her.	Rs.1500/- per day	The University
<b>B</b> (Semi-officials)	Guest/Individual visiting CUSB in connection with scheme, project/consultancy /short term courses, workshop, seminar & conferences etc.	Registrar on the recommendation by the HOD /PI/Convener of the programme	Rs. 1000/- per day	Project Investigator from Project Grant/ Heads of the Department/ Convener or equivalent / or by the Guest himself /herself
<b>C</b>	Parents/Guardians of the Students residing in Hostel / Alumni /Guest from other academic institutes/relatives of	Registrar on recommendation by respective Wardens in case of Hosteller's/	Rs. 1750/- per day	By the individual