



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
A (Officials)	Court / EC/ FC / AC / Selection Committee Members, Faculties invited for BOS/ BOE, Officers of MHRD/ UGC/ PCI / BCI / 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 (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
C	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

	CUSB employees	Parents and or Heads/ Individual University employee (as applicable)		guest before checking out. If charges are not paid by the guest then person making the booking is required to clear the bill.
D	Dormitory (One Room with Six Bed)	Registrar or such officer as designated by him on the recommendation of the respective Head or equivalent/ wardens and University employee (as applicable)	Rs. 1800/- (Rs. 300 per Bed) per day	
E	Guest not covered under above categories	Vice-Chancellor/ Registrar		

Note: Except category A all booking shall be treated as confirmed bookings only if 100% payment is made in advance at the time of booking.

- 2.3 Students will not be accommodated in the Guest House.
- 2.4 Newly appointed faculty members/ non- teaching Staffs may be provided accommodation for a maximum period of seven days and will be treated in Category (B). The extension of the facility is subject to prior approval of Vice Chancellor.
- 2.5 Booking of rooms for Conference /Workshop/Individual academic visitors should be made 30 days in advance and finally confirmed 15 days prior to the date of the Conference/Workshop/Individual guest, on appropriate booking /reservation form.
- 2.6 Get-together of University Faculty members/ non-teaching staff member(s) can be hosted with one month prior notice and signed from the concerned Head of the Department/ Centre/ Section. For such parties-official (where the payment is made out of the official funds of the University/ Department/ Centre) and semi-official (where faculty members/non- teaching staff, contribute for the party), the Lounge charges need to be paid @ Rs. 5000/- along with, full advance for the party. The catering charges will be as per actuals.
- 2.7 Private/Political functions are not permitted in the Guest House.
- 2.8 MHRD/Govt. of India clearance is required for the guest/visitors holding foreign passport for staying in the Guest House.
- 2.9 The management of guest house may at its discretion, cancel a booking or offer alternate accommodation as decided by the Vice Chancellor/Registrar / Guest House Incharge.

3. General Rules

- 3.1 Accommodation shall not be claimed as a matter of right.
- 3.2 Guests will not be allowed to keep additional persons in their rooms, without the prior approval of the University Authority/ Guest House-in-Charge.
- 3.3 Visitor(s) coming to see the guest staying in the Guest House shall have to make entries in the register available with the Guest House keeper.
- 3.4 Not more than two persons will be allowed in each double bed room.
- 3.5 Booking is not permitted for guests undergoing medical treatment/ advice who are suffering from communicable disease or are bed ridden or are post-delivery case.
- 3.6 The canteen services of the Guest House will be closed at 10.00 pm.
- 3.7 All request of bookings (by the University/departments/faculty/ non-teaching staff of the University) are to be made on the prescribed application form. Booking will be considered confirm only after receiving of confirmation by the Competent Authority.
- 3.8 Guests leaving rooms shall leave the room key with the 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.
- 3.9 Detailed rules and regulations are given in the file available with the Guest-House-Keeper.
- 3.10 In case of emergency due to heavy booking, a single occupant of the room may be asked to share the accommodation with another guest. The accommodation in the Guest House shall be provided to the people in the order of precedence in which they are shown in the table above.
- 3.11 Suggestions/complaints, if any, may be made in the Suggestion Register, kept in with the guest house keeper.

4. Cancellation of Booking

The concerned person/ section/ department/ centre should inform the University authority designated as in-charge of the Guest House preferably through e-mail/ writing or over phone, as early as possible, about the cancellation of the bookings.

4.1 The following will be the cancellation charges:

- 4.1.1 Booking cancelled 10 days earlier - No charges
- 4.1.2 Booking cancelled before 7 week days – 25% of the entire booking.
- 4.1.3 Booking cancelled before 48 hrs - 50% of the entire booking.
- 4.1.4 Last moment cancellation - Charged for the entire booking.

5. Check-In/Check Out

5.1 Twenty four hours from the time of check-in. General Guidelines are:

Check-In Time: After 10.00 Hrs

Check-Out Time: 12.00 Hrs

5.2 The Guest may check in at any time. However, for the purpose of accounting, a day means 24 hours from the time of occupation/arrival.

5.3 Fraction of day will be counted as full day. However, special permission to be obtained will in advance for not charging i.e. only in case of all those guest who visit to CUSB for official purpose.

6. Payments

6.1 Bills must be cleared during office hours i.e. 09.00 a.m. to 05.00 p.m. on all working days. In case, a guest need to leave on a Saturday/ Sunday or holiday, the payments should be made a day earlier.

6.2 All payments shall be against the official receipt and before the guest leaves the guest- house.

6.3 Payment is accepted only by cash/ Cheque.

6.4 The Vice chancellor may exempt any person from payment of lodging and/or boarding charges and may declare any person as a University as *Category* : A Guest.

Management Committee of University Guest House

Vice-Chancellor	Chairman
Registrar	Ex-officio Member
Finance Officer	-do-
One Faculty as nominated by the Vice-Chancellor	Member
Dy. Registrar (Administration)	Member
Guest House-in-Charge	Member Secretary

Do's and Don'ts for CUSB Guest House Use

- Accommodation shall not be claimed as a matter of right.
- The guest will make an entry with ID proof in the register kept at reception / counter soon after arrival and again before leaving the Guest House. A proof of identity is mandatory.
- Persons staying in the Guest House are not entitled to bring in guest(s) to stay with them in the Guest House.
- The Guest House closes at 10 PM in winter and 11 PM in summer. Those staying out for the night or coming late should inform the Guest-House-Keeper/Security Guard in advance to avoid any inconvenience.
- The University authorities are not responsible for valuable items kept in the rooms.
- Male visitors/guests are not allowed in the rooms occupied by female guests and vice-versa.
- **Alcoholic drinks in the Guest House are strictly prohibited.**
- The tariff is subject to change at any time without notice.
- Visitor for guests residing in Guest House is allowed from 10.00 a.m. to 10.00 p.m. only.
- Pets are not allowed.
- Damaging of property or defacing any notice/poster/walls etc. of the Guest Houses is illegal.
- Any damage or loss to the Guest Houses will be subject to a fine which would be paid by the guest / requisitioner.
- All visitors coming to see a guest staying in the guest house shall have to make entries in the register available with the security guard.
- Cooking is strictly prohibited in the rooms.
- Food / meals are served only in the dining hall.
- The guests are requested to switch off the lights, AC and fans, close windows and lock their rooms when they go out.
- The Guest House is meant for you. Please help us to keep it neat & clean.

Menu for Guest House

DAY	BREAKFAST (@ 50/-)	LUNCH (@80/-)	DINNER (@80/-)
Monday	Aloo Paratha, Dahi Seasonal Fruit	Rice, Roti, Dal, Sabji Dry, Sabzi Spicy, Salad, Papad	Rice, Roti, Dal, Sabji Dry, Sabzi Spicy, Salad, Papad
Tuesday	1. Bread 2. Butter /Jam 3. Cornflake +milk 4. Seasonal Fruit	Rice, Roti, Dal, Sabji Dry, Sabzi Spicy, Salad, Papad	Rice, Roti, Dal, Sabji Dry, Sabzi Spicy, Salad, Papad
Wednesday	Aloo Paratha, Dahi, Seasonal Fruit	Rice, Roti, Dal, Sabji Dry, Sabzi Spicy, Salad, Papad	Rice, Roti, Dal, Sabji Dry, Sabzi Spicy, Salad, Papad
Thursday	1. Bread 2. Butter /Jam 3. Cornflake +milk 4. Seasonal Fruit	Rice, Roti, Dal, Sabji Dry, Sabzi Spicy, Salad, Papad	Rice, Roti, Dal, Sabji Dry, Sabzi Spicy, Salad, Papad
Friday	Aloo Paratha, Dahi Seasonal Fruit	Rice, Roti, Dal, Sabji Dry, Sabzi Spicy, Salad, Papad	Rice, Roti, Dal, Sabji Dry, Sabzi Spicy, Salad, Papad
Saturday	1. Bread 2. Butter /Jam 3. Cornflake +milk 4. Seasonal Fruit	Rice, Roti, Dal, Sabji Dry, Sabzi Spicy, Salad, Papad	Rice, Roti, Dal, Sabji Dry, Sabzi Spicy, Salad, Papad
Sunday	Puri Sabzi/ Idli -Sambhar	Rice, Roti, Dal, Sabji Dry, Sabzi Spicy, Salad, Papad	Rice, Roti, Dal, Sabji Dry, Sabzi Spicy, Salad, Papad

**** Pickles will be available on Dining Table.

1. Service Schedule:

Breakfast	08:00 to 09:30 hrs
Lunch	13:00 to 14:30 hrs
Dinner	20:00 to 21:30 hrs
Morning Tea	06:00 hrs
Evening Tea	17:00 hrs

2. Charges for Complete Day (Morning/Evening Tea included in Complete Day):-

Individual Charges for extra item :-

1.

Item	Rate
Tea	Rs. 10/- Per cup
Milk	Rs. 20/- per glass
Curd	Rs. 25/- per bowl (200 gms.)
Omelette	Rs. 25/- (02 eggs) Rs. 15 (01 egg)
Boiled egg	Rs. 10/- per egg.

2. Group Lunch/Dinner

A. Rs. 200/- per plate Vegetarian

Vegetable soup, Plain Roti/Puri/stuffed puri, Rice, Dal Makhani/ Dal Tadka, Paneer sabji, Mix Vegetable/Seasonal Vegetable, Raita, Curd, Salad, Papad, Sweet (01pc)

Important Contact Nos:

S. No	Name	Designation	Email & Mobile NO
1	Vice-Chancellor	-	vc@cub.ac.in 0631-2229502
2	Registrar	-	registrar@cub.ac.in 0631-2229507
3	Dr. Rajesh Kumar Ranjan	Guest House In charge	rajesh.ranjan@cub.ac.in 8969933690

- Request regarding booking of accommodation at Guest House must be submitted well in advance in prescribed format to Guest House In-charge.
- Note: Every room has its own inventory kits which is available in all rooms.



CUSB GUEST HOUSE
CENTRAL UNIVERSITY OF SOUTH BIHAR
Requisition for Guest House Accommodation

Date:

Name of the Guest: Prof./Dr./Mr./Mrs.

Category of Guest: Official Semi-official Others

Purpose of Visit:

Designation and Address :

Organisation to which belongs:.....

Age: Yrs. Identity Proof & No (enclose a duly signed copy).....

Date and Time of Arrival

Expected Date and Time of Departure.....

Name(s) of the person(s) accompanying the Guest Relationship Age

S. No.	Name	Age	Relationship

Faculty/Staff Member who is booking the accommodation:

Name:..... Designation:.....

Signature:.....

Approving Authority: Name:

Signature:Designation.....

For Office Use:

Room no. allotted:; Period: From..... To.....

Received an Advance payment (if any) Rs..... Receipt no./date.....

Signature (Guest House- In charge).....