

STANDARD OPERATING PROCEDURE (SOP) FOR GUEST HOUSE BOOKING

The guests are expected to use proper use and safety of the facilities/amenities provided in the rooms as also in the guest house. The Guests are also requested to adhere to the Rules and Regulations given below for smooth functioning of the Guest House. Guests must be liable to pay charges for any loss or damage caused by them during their stay.

1. Duration of stay

Only fully-occupied rooms are allowed to stay for maximum three days. However, single occupied accommodations can be stay for a period of stay for a maximum period of three days depending upon the availability of rooms and a previous permission of teacher only with subject to approval of the directly in-charge of Guest House.

Extension of booking will not be automatic. However, it may be considered subject to availability of accommodation and approval of 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 given below. The Reservations for accommodation is received from the following authority.
- 2.2 The Guest House will be booked only after approval of the Vice-Chancellor.

Category of Guest	Righting	Authority for request	Room Rate per day	Payment to the University
A Officials	Guests: 40/40/-40/- Teacher: 40/40/-40/- Non-Teaching: 40/40/-40/- Students: 40/40/-40/- Others: 40/40/-40/- Guests for accommodation are called by the University.	Requester or non- Official: 40/- Integrated: 40/- Teacher: 40/-	Rs. 1000/- per day	From University
B Guests	Guests: 40/40/-40/- Teacher: 40/40/-40/- Non-Teaching: 40/40/-40/- Students: 40/40/-40/- Others: 40/40/-40/- Guests for accommodation are called by the University.	Requester or the accommodation: 40/- 40/- 40/- Others: 40/- Requester: 40/-	Rs. 1000/- per day	Request: 40/40/-40/- From: 40/40/-40/- Guests: 40/40/-40/- Students: 40/40/-40/- Others: 40/40/-40/-