

Rules for Allotment of Training Centre Accommodation in Mewar University

Scope and Entitlement to Stay at the Training centre

Official Guests: All officials invited by way of a written communication/email/telephone/fax by the designated authority to attend official engagements in the University (In the case of Officers, they should be categorized in category I or II of the Manual of Office Procedure) and all those invited to attend the meetings of Academic Council/BOM/External Examiners/Guest Speakers etc.

Non-official Guest – A person visiting an employee (teaching as well as non-teaching) of the University for personal purposes.

Private Guests: A person who is neither a parent of the student of Mewar University nor related to any employee of the University, will be a private guest. Such persons can be permitted to be Guest on written orders of the competent authority.

- 1) The guests are allowed to stay in the Guest House for the officially approved duration of stay;
- 2) The guests shall be served bed-tea/coffee, breakfast, lunch, evening tea/coffee and dinner subject to their being available in the specified time in the guest house (No charges for bed-tea);
- 3) The check-out time will be 12 Noon. However, for the purpose of accounting a day means 24 hours from the time of check-in;
- 4) A person suffering from infectious or contagious disease shall not be allowed to stay in the guest house;
- 5) Official guest shall have priority over and above the non-official guests;
- 6) Reservation/Booking of accommodation in the guest house shall not confer on the allottees 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;
- 7) The guests house will be under the administrative control of the designated authority. The guest is expected to maintain harmony and good behavior during his/her stay;
- 8) No unauthorized person shall be allowed to stay in the guest house;
- 9) The use of alcoholic drinks in the guest house is strictly prohibited as per the policy of the University;
- 10) 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;
- 11) Person using the guest house will pay for the damages caused by them to the building or furniture or fixtures or any other property of the University during his/her stay;
- 12) For non-officials 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;

- 13) The request for non-official bookings shall be confirmed not earlier than 7 days in advance on deposit of full payment of the prescribed charges in cash. Under no circumstances shall such confirmed bookings be cancelled. If cancellation is made by the guest 3 days before the expected time of arrival, the entire advance will be returned;
- 14) In case of paucity of accommodation, the guests are expected to share their accommodation;
- 15) The guests are supposed to produce the ID proof with the Manager;
- 16) The Charges for room will be at the rates specified below :
 - a. Official members will be charged Rs.300/- per day + Food charges as per menu
 - b. Non-official members will be charged Rs.600/- per day + food charges as per menu
 - c. Private guests will be charged Rs.1500/- per day + food charges as per menu
- 17) Maximum Period of stay for non-officials and private guests shall be 5 days.