



GUEST HOUSE OPERATIONAL MANUAL

- *Booking of rooms shall be made by filling the prescribed form available on college website and submitting it to the Care taker of Guest House in advance (preferably before 2 days). The allotment of rooms / other facilities thereof shall be generally made on the "first come, first serve" basis subject to the availability.*
- *Accommodation in the Guest House may be provided to a maximum of three days. In exceptional cases, the extension may be granted subject to availability of rooms. Application seeking Extension shall be made at least 24 hours in advance.*
- *Check out time is for 24 hours from the time of arrival. The Guest may check in at any time.*
- *Accommodation shall not be claimed as a matter of right. The Institute reserves the right to cancel or refuse accommodation.*
- *Newly appointed staff of the institute may be provided accommodation for a maximum period of seven days.*
- *Guest leaving room may deposit the room key with the office for cleaning and other maintenance works.*
- *The use of alcoholic beverages, non-vegetarian food items, smoking etc., is strictly prohibited.*
- *The occupants shall have to maintain peace and tranquility.*
- *Cleanliness must be maintained in and around the Guest house.*
- *All dues shall be cleared before departure during office hours 9.00 a.m – 5.00 p.m and obtain official receipts for payments made.*
- *Payment is accepted only by cash. Credit/debit cards are not accepted.*
- *The guests are requested to switch off the lights, fans, and other electrical installations, close windows and lock their rooms when they go out.*
- *Rooms should not be used for dining. Dining hall shall be used for dining purpose only.*
- *Pets are not allowed.*
- *Damaging of property or defacing any notice / poster / walls etc. of the Guest house is illegal and liable for punishment.*
- *Cooking in the room and washing of cloths are not allowed.*

Guest House Care Taker:-

Mr. Mukesh Sharma

M.No.: - 9318194384