



CUTN GUEST HOUSE

CENTRAL UNIVERSITY OF TAMIL NADU

Nagakudi Campus, Selvapuram (post), Thiruvarur - 610 101.

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GUIDELINES FOR GUESTHOUSE ACCOMMODATION:

The Guest Houses (GH) provides beddings (bed sheet, pillow, sheet, pillow-cover, blanket, mattress etc.). An inventory of articles for use in the rooms is available in each room. The guests are requested to check these items at the time of occupying the room. The responsibility for any missing item will, thereafter, rest with the guests. The guests are responsible for proper use and upkeep of the materials/fixtures provided in the rooms as also in the guest house. They shall be liable to pay charges for any loss or damage caused during their stay.

1. Duration of stay

Ordinarily a person will be allowed to stay for three days. However, under special circumstances (s)he may be permitted to stay for a maximum period of ten days depending upon the availability of rooms and/ or purpose and nature of his/her stay. However, in case of Visiting Professor/ invitees of the University under special clause approved by the E.C./ A.C., the stay could be extended to a period of one months or more, on the recommendation of the Registrar.

Extension of booking will not be automatic. However, it may be considered subject to availability of accommodation and on the request of the University/ Centre/ Department/ Section.

2. Booking

The University guests, students, teaching and non- teaching staff members are requested to observe the following terms and conditions for accommodation in guesthouse:

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:

Category of Guest	Eligibility	Authority	Payment Mode
A	Guest invited by CUTN for academic, administrative work. New appointees who come to join duty in CUTN	The Registrar	University
B	Guest/Individual visiting CUTN in connection with scheme, project/consultancy /short term courses, workshop, seminar & conferences etc.	Respective Heads or equivalent.	Project / Heads or equivalent / by the guest
C	Parents/Guardians/ Alumni /Guest from other academic institutes/ Close relatives of CUTN employees	Respective Wardens and/ or Heads/ Individual (as applicable)	By the individual guest before checking out. If charges are not paid by the guest then person making the booking is required to clear the bill.
D	Guest not covered under above categories	For individual: Faculty in charge, CUTN Guesthouse	

2.2 Students will not be accommodated in the Guest House.

2.3 Student requiring accommodation for their parents/ guardians (as per the university records) is required to get their requisition forwarded through their respective Wardens and Head of department.

- 2.4 Newly appointed faculty members/ non- teaching Staffs may be provided accommodation for a maximum period of seven days. The extension of the facility is subject to prior approval of Registrar.
- 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, along with, full advance for the party. The catering charges will be at 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 fixed by the Registrar.

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 Faculty-in-charge, Guest House.
- 3.3 Visitor(s) coming to see the guest staying in the FGH 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 the 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 kitchen of the Guest House will be closed at 10.00 pm.
- 3.7 All bookings are made through the University/departments/centres/faculties/ non-teaching staff of the University.
- 3.8 Guests leaving rooms shall leave the room key with the front 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 Faculty 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 - One day rent
 - 4.1.3 Booking cancelled before 48 hrs - 50% of the entire booking.
 - 4.1.4 Last moment cancellation - Charges for the entire booking.

5. Check-In/Check Out

- 5.1 Twenty four hours from the time of check-in.
- 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.

6. Tariff

Room Tariff (Per Day)		
Category of Guest	Non- AC	AC
A	Free	Free
B	Rs.200 per day single occupancy or Rs.300 per day double occupancy	Rs.300 per day single occupancy or Rs.500 per day double occupancy
C	Rs.500 per day single occupancy or Rs.700 per day double occupancy	Rs.700 per day single occupancy or Rs.900 per day double occupancy
D	Rs.800 per day single occupancy or Rs.1000 per day double occupancy	Rs.1000 per day single occupancy or Rs.1200 per day double occupancy
Penal rent (per day): 1.5 times the per day room tariff, as applicable while booking.		
Lounge charges for Get-together (Official): Rs. 300		
Lounge charges for Get-together (Semi-Official) : Rs. 500		

7. Payments

- 7.1 Bills must be cleared during office hours i.e. 09.00 a.m. to 05.00 p.m. on working days. In case, a guest need to leave on a Saturday/ Sunday or holiday, the payments should be made a day earlier.
- 7.2 All payments shall be against the official receipt and before the guest leaves the guest-house.
- 7.3 Payment is accepted only by cash/ bank challan. Credit/debit cards are not accepted.
- 7.4 All Departments must pay Guest House bills within three months. If any Department or any individual sponsored by the Departments has not cleared the bills within the stipulated period, the Guest house will not make any bookings until the bills are cleared by the Department/Individual.
- 7.5 The Vice-Chancellor may exempt any person from payment of lodging and/or boarding charges and may declare any person as a University (*Category : A*) Guest.

8. Service Schedule:

Bed coffee/tea	6.00 am to 7.00 am
Breakfast	8.00 am to 9.00 am
Lunch	1.00 pm to 2.00 pm
Evening tea	5.00 pm to 6.00 pm
Dinner	8.00 pm to 9.30 pm

Some Do's and Dont's

- All guests must sign the Guest Occupancy Register kept with the Guest-House-Keeper before check-in and check-out.
- Persons staying in the Guest House are not entitled to bring in unauthorized guest(s) to stay with them in the Guest House.
- The Guest House closes at 10 PM. 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.
- The occupants shall have to maintain peace and tranquility in the Guest House complex.
- Consumption of alcoholic drinks and smoking in the Guest House are strictly prohibited.
- Any damage or loss to the Guest Houses will be subject to a fine which would be paid by the Requisitioner.
- 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/Dogs/Cats etc. are not allowed in the Guest House.
- Damaging of property or defacing any notice/poster/walls etc. of the Guest Houses is illegal.
- 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.
- Self-Cooking by guests is not allowed in the rooms.
- Drying of clothes on the verandah or balcony or any areas other than those specified for the purpose, shall not be allowed.
- Food/meals, except tea/coffee/cold drinks, are served only in the dining hall.
- The guests are requested to switch off the lights, ACs and fans, close windows and lock their rooms when they go out.
- Please do not pay tips to the staff.
- Cleanliness has to be maintained in and around the Guest House. Dust bins are placed in appropriate places for disposal of refuses.
- There is always room for improvement. Suggestions/complaints, if any, may be put in the suggestion box.
- Kindly care to fill in the feedback form available the guesthouse keeper.

Notwithstanding any provision in the aforesaid rules, terms and conditions, the management of the CUTN Guest House reserve the right to refuse booking or cancel the accommodation in the Guest House, at any stage, without assigning any reason.

Faculty in Charge
CUTN Guest House