



# Rules & Regulations University Guest House

**Vidyasagar University**  
**Midnapore 721102**  
**West Bengal, India**

Vidyasagar University is one of the most promising Universities in the country. It is located about 130 km away from Kolkata, the capital of West Bengal. There are two University Guest Houses namely 'Aranyak Guest House' and 'Rangamati Guest House' for VIP and International guests visiting the university.

The Guest Houses provide food and lodging to the visiting guests. The guests are held responsible for proper use and upkeep of the materials/fixtures provided in the rooms. 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 four consecutive days. However, under special circumstances he/she may be permitted to stay for a maximum period of seven consecutive days depending upon the availability of rooms and/ or purpose and nature of his/her stay. However, in case of Visiting Professor/Officers/invitees of the University, the stay could be extended to a period of one month or more, with the approval of the Hon'ble Vice Chancellor.

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

## **2. General Rules**

2.1 Accommodation shall not be claimed as a matter of right.

2.2 Students/Research Scholars/non-teaching staff will not be accommodated in the Guest House

2.3 Newly appointed faculty members/officers may be provided accommodation, subject to the prior approval of Hon'ble Vice Chancellor.

2.4 Private/Political functions are not permitted in the premises of the Guest Houses.

2.5 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.

2.6 Any damage or loss to the property of the Guest Houses by the occupant will be subject to a fine which must be paid by the Guest.

2.7 Pets/Dogs/Cats etc. are not allowed in the Guest House.

2.8 Self-Cooking by guests is not allowed in the rooms.

2.9 Food/meals, except tea/coffee/cold drinks, are served only in the dining hall.

2.10 The kitchen of the Guest House will be opened at 7:30am and closed at 9:30 pm.

### **3. Booking and Cancellation procedure**

The University guests/officers/teaching staff members are requested to observe the following terms and conditions for accommodation in the Guest House:

3.1 For booking facilities in the Guest House, "Requisition Forms" can be downloaded from the university website: [www.vidyasagar.ac.in](http://www.vidyasagar.ac.in).

3.2 For the requisitions of AC Rooms, duly filled in forms are to be approved by Hon'ble Vice Chancellor, Vidyasagar University, and for the Non AC Rooms, duly filled in forms are to be approved by the Director, DDE.

3.3 The booking is purely provisional and subject to availability.

3.4 No Telephonic bookings, except some exigency cases (through SMS from competent authority) will be entertained.

3.5 Confirmation of allotment will be informed over phone or can be checked at the respective Guest House Reception after getting the approval of the approving authority.

3.6 The management of Guest House may at its discretion, cancel a booking or offer alternate accommodation as fixed by the In-Charge of the Guest House.

3.7 Cancellations can be made by submitting a duly filled in form to the approving authority and to be intimated personally to the In-Charge of Guest House at least 24 hours in advance.

3.8 No Telephonic cancellations will be entertained.

### **4. Payments procedure**

4.1 Bills must be cleared during office hours i.e. 10.00 a.m. to 05.30 p.m. on working days by cash immediately after getting the approval of booking.

4.2 In case of account transfer, the journal entry is to be approved by the concerned authority in advance.

### **5. Check-In/Check-Out Time**

5.1 Check-In Time: 10:00am

Check-Out Time: 9:00am

5.2 Fraction of a day will be counted as full day

## 6. Tariff

Category of Guest	Aranyak Guest House			Rangamati Guest House
	NON-AC Single Bed	NON-AC Double Bed	AC Double Bed	AC Double Bed
In House	200/-	300/-	600/-	1000/-
Outsider	400/-	600/-	1200/-	2000/-

## 7. Catering Facilities

7.1 All Food requisitions will be submitted only at Aranyak Guest House

7.2 Requisition for special meals at dinner should be submitted by 4:00 pm in advance.

7.3 Requisitions for catering services for short courses/workshop/conferences etc. should be submitted at least 1 day in advance.

7.4 Written intimation of any change in the number of guests should be submitted at least 24 hours in advance.

## 8. Service Schedule

Morning Tea : 7.30 am to 9.00 am

Breakfast : 7.30 am to 9.00 am

Lunch : 12.30 pm to 2.30 pm

Dinner : 8.00 pm to 9.30 pm

## 9. Some Do's and Don'ts

9.1 All guests must sign the Guest Occupancy Register kept with the Guest-House-Keeper before check-in and check-out.

9.2 Persons staying in the Guest House are not entitled to bring in unauthorized guest(s) to stay with them in the Guest House.

9.3 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.

9.4 The occupants shall have to maintain peace and tranquility in the Guest House complex.

9.5 Consumption of narcotics /alcoholic drinks and smoking in the Guest House are strictly prohibited.

9.6 The guests are requested to switch off the lights, ACs and fans, close windows and lock their rooms when they go out.

9.7 Cleanliness has to be maintained in and around the Guest House. Dust bins are placed in appropriate places for disposal of refuses.

9.8 Loud noise, disturbing other occupants, should be avoided.

**Notwithstanding any provision in the aforesaid rules, terms and conditions, the competent authority University Guest House reserves the right to refuse booking or cancel the accommodation in the Guest House, at any stage, without assigning any reason.**