

# RAIGANJ UNIVERSITY



## Rules & Regulations University Guest House

  
DR. DURLAV SARKAR  
Registrar  
Raiganj University  
Dinapur  
Pin-733134

### **1. Duration of Stay:**

Ordinarily a person will be allowed to stay for not more than three nights and four consecutive days. However, under special circumstances boarder 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 "Guest" of the University, could be extended to a period of one month or more, with the prior approval of the Hon'ble Vice Chancellor.

In case of extension of booking, requisition letter shall be initiated from respective Dept/Office subject to availability of accommodation.

### **2. General Rules:**

- Accommodation shall not be claimed as a matter of right.
- Newly appointed faculty members/officers may be provided accommodation, subject to the prior approval of Registrar.
- 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.
- 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 occupant only.
- Self-Cooking by guests is not allowed in the rooms.

### **3. Booking and cancellation procedure:**

The University guests/officers/teaching staff members are requested to obey the following terms and conditions for booking in the Room/s in Guest House.

- For booking facilities in the Guest House, "Requisition Forms" can be downloaded from the university website: [www.raiganjuniversity.ac.in](http://www.raiganjuniversity.ac.in) and prepare filled up form shall be submitted to office of the Registrar.
- For the requisitions of AC Rooms, Non AC Rooms, Bed duly filled in forms are to be approved by Registrar. Raiganj University.
- No Telephonic booking, except some exigency cases (through SMS & E-mail from competent authority) will be entertained.
- The management of Guest House may at its discretion, cancel booking or offer alternate accommodation as fixed by the In-Charge of the guest House.
- Cancellation can be made by submitting a duly filled in form to the approving authority and to be intimated personally or by email to the In-Charge of Guest house.

### **4. Payments procedure:**

- Room charge/rent to be paid to the concerned office staff at the Guest House.

**5. Check –In/ Check-Out Time:**

- Not required.

**6. Tariff:**

AC Room	NON-AC Room	Single Bed
400/- per day/head/bed	300/- per day/head/bed	250/- per day/head/bed

**7. Catering Facilities:**

- Not Available

**8. Some Do's and Don'ts:**

- All guests must sign the Guest Occupancy Register kept with the Guest-House Keeper before check-in and check-out.
- Person 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 occupants shall have to maintain peace and tranquility in the Guest House complex.
- Consumption of narcotics/ alcoholic drinks and smoking in the Guest House are strictly prohibited.
- The guests are requested to switch off the lights, ACs and fans, close windows and lock their rooms when they go out.
- Cleanliness has to be maintained in and around the Guest House. Dust bins are placed in appropriate places for disposal of refuses.
- 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.

  
**DR. DURLAV SARKAR**  
Registrar  
Raiganj University  
Raiganj, Uttar Dinajpur  
Pin-733134