These rules may be called the Nagarjun Guest House Rules. It shall come into force on such date as the Registrar of the University may, by notification/order, applied.

1. DEFINITIONS
   i. Rules mean the terms and conditions for the maintenance of the Guest House, for the time being in force.
   ii. Guest House means the Nagarjun Guest House
   iii. Department means any Department/Centre/Section of the University
   iv. University means the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya
   v. Students mean any person, who takes admission in any regular course of the University.
   vi. Caretaker means the Caretaker of the Nagarjun Guest House
   vii. In-charge means the Officer In-charge of the Guest House
   viii. Management Committee means the Management Committee of the Guest House.
   ix. Registrar means the Registrar of the University
   x. Pro-Vice-Chancellor means the Pro-Vice-Chancellor of the University
   xi. Vice-Chancellor means the Vice-Chancellor of the University
   xii. Visitor means the President of India.

2. BOOKING (ONLINE SYSTEM is being introduced shortly)
   a. Accommodation in the Guest House will be allotted after receiving the written request in the prescribed proforma in the following order or preference:
      i. Teaching/Academic/Administrative staff or Special invitees visiting from outside Wardha on official assignment of the University.
      ii. Members of staff of the other Universities/statutory educational institutions visiting Wardha for University’s work/ personal academic work.
      iii. New incumbents, who come to join their duties in the University.
      iv. Guests of other Universities/Institutions at Wardha.
University employees and their relatives.

vi Students shall not be accommodated in the Guest House but their guardians may stay in the Guest House on the recommendations of the concerned HoD.

vii Any other guests as approved by the Chairperson of the Management Committee.

b. Each room accommodates two guests. Extra mattresses can be made available on request.

c. All official bookings should be duly sponsored by the Dean of any School/Head of the Department/Head of the Administrative Unit/atleast a Professor of the University.

d. The allotment of rooms shall be generally made on "first come, first serve" basis.

e. Booking of rooms for Conference/Workshop/Individual academic visitors should be made for 10 days in advance and finally confirmed at least five days prior to the date of the Conference/Workshop/Individual guest, on prescribed booking form.

f. Any political functions are not permitted in the Guest House. However, University employees may arrange their family functions on nominal charges, as decided by the University Administration from time-to-time.

g. Get-together functions of the University faculty members can be hosted with minimum twelve days prior notice and signed by the concerned Head of the Department. The Lounge charges need to be paid, along with, full advance for the party.

3. DURATION OF STAY

i Ordinarily an outside person of the University or employees and their relatives or guardians of the University students will be allowed to stay for maximum three days only, which shall be granted by the In-charge.

ii Nobody will be allowed to stay in the Guest House for more than the stipulated period of the completion of their respective programmes without permission of the Management Authority.

iii However, in case of a Writer-in-Residence, Visiting Professor, Visiting Scholar or a Special Invitee, the period will be decided by the Vice-Chancellor.

Extension:

i The extension of booking will not be automatic. However, it may be considered subject to availability of accommodation and on the written request of the Department/Institution or the individual person.

ii In exceptional cases the extension may be granted for next four days subject to the prior approval of the Registrar depending upon the availability of rooms. Thereafter, all such requests should be sent to Pro-Vice-Chancellor through Registrar by the In-charge at least 24 hours in advance.

iii Where the extension of stay has not been considered, the stay of the person beyond the approved period will be treated as unauthorized. For such unauthorized period, he/she will be charged double the rent he/she was paying immediately before the expiry of the authorized period.
4. CANCELLATION OF BOOKING

The Department or the person concerned should inform the Guest House In-charge in writing, about the cancellation of the bookings as early as possible. Otherwise, the following cancellation charges will be applicable:

i. Booking cancelled before 72 hrs. No charges
ii. Booking cancelled before 48 hrs. One day rent
iii. Booking cancelled from 12 to 24 hrs. 50% of the entire booking
iv. Last moment cancellation (within 6 hrs.) Charges for the entire booking

Guest House reserves the right to cancel or refuse accommodation if it is satisfied that the stay of such person(s) is not in the interest of the University or in case the University needs the rooms for its own use.

5. ROOM TARIFF (Per day)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Room Type</th>
<th>Floor</th>
<th>Employees and their relatives/Students Guardians</th>
<th>Non-Official (booking of other Universities/Institutions)</th>
<th>International Guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>i</td>
<td>Single Occupancy (A.C)</td>
<td>First</td>
<td>₹ 300</td>
<td>₹ 500</td>
<td>$ 15 USD</td>
</tr>
<tr>
<td>ii</td>
<td>Double Occupancy (A.C)</td>
<td>First</td>
<td>₹ 500</td>
<td>₹ 800</td>
<td>$ 20 USD</td>
</tr>
<tr>
<td>iii</td>
<td>Extra person in any room</td>
<td>First</td>
<td>₹ 100</td>
<td>₹ 200</td>
<td>$ 05 USD</td>
</tr>
<tr>
<td>iv</td>
<td>Suite (A.C)</td>
<td>Ground</td>
<td>₹ 600</td>
<td>₹ 1000</td>
<td>$ 30 USD</td>
</tr>
<tr>
<td>v</td>
<td>Extra person in Suite</td>
<td>Ground</td>
<td>₹ 200</td>
<td>₹ 300</td>
<td>$ 10 USD</td>
</tr>
<tr>
<td>vi</td>
<td>Dormitory (A.C.)</td>
<td>First</td>
<td>₹ 150</td>
<td>₹ 250</td>
<td>N.A.</td>
</tr>
</tbody>
</table>

- At least 50% rental charges should be paid in advance on or before occupying the room.
- We do not accept Credit/Debit cards. Except University employees, everyone has to make payment only in cash.
- Please demand official receipts from Caretaker for all payments made by you.
- Visitor/Vice-Chancellor’s Suite will be allotted only on the direction of Vice-Chancellor.

6. CHECK-OUT TIME

Twenty four hrs. from the time of arrival.

(The guest may check-in at any time. However, for the purpose of accounting, a day means 24 hours from the time of occupying the room. Fraction of day will be counted as full day).
7. LOUNGE TARIFF (max. 12 hrs.) for University employees only

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Amount (INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dining-hall and Lounge</td>
<td>₹ 1000 only</td>
</tr>
<tr>
<td>(with one Sofa-set, one centre-table, 75 chairs and uninterrupted power back-up)</td>
<td></td>
</tr>
</tbody>
</table>

⚠️ The tariff is subject to change at any time without notice.

8. BOARD ROOM (per slot of 3hrs.) (Fully AC, having capacity of max. 20 persons)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
<th>Official Charges</th>
<th>Non-Official Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>i</td>
<td>Without Mike &amp; LCD Projector</td>
<td>Nil</td>
<td>₹ 1,500</td>
</tr>
<tr>
<td>ii</td>
<td>With Mike, LCD Projector &amp; Operator</td>
<td>Nil</td>
<td>₹ 2,500</td>
</tr>
</tbody>
</table>

⚠️ The tariff is subject to change at any time without notice.

9. CONFERENCE HALL (per slot of 3hrs.)
(Fully AC, having capacity of maximum 50 persons)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
<th>Official Charges</th>
<th>Non-Official Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>i</td>
<td>Without Mike &amp; LCD Projector</td>
<td>Nil</td>
<td>₹ 1,500</td>
</tr>
<tr>
<td>ii</td>
<td>With Mike, LCD Projector &amp; Operator</td>
<td>Nil</td>
<td>₹ 2,500</td>
</tr>
</tbody>
</table>

⚠️ The tariff is subject to change at any time without notice.

10. PAYMENTS

i
Bills must be cleared during office hours i.e. 10.00 a.m. to 5.00 p.m. on working days i.e. Monday to Friday. In case, a guest needs to leave on a Saturday/Sunday or holiday; it is expected that the payments should be made a day earlier.

ii
All Departments must pay Guest House bills within fifteen days. If any Department or any individual sponsored by the Departments fails to clear the bills within the stipulated period, the Guest House will not make any further bookings until the bills are cleared by the Department/Individual.

11. CATERING (TIMINGS etc.)

i
Meals, other than Bed Tea and Breakfast, will be served ONLY ON ADVANCE ORDER during the following hours:
- Morning Tea 6:30 a.m. to 7:30 a.m.
- Breakfast 8:00 a.m. to 9:30 a.m.
- Lunch 1:00 p.m. to 2:30 p.m.
- Evening Tea 5:30 p.m. to 6:30 p.m.
- Dinner 8:00 p.m. to 9:30 p.m.
All meals, Tea/Coffee, will be served only in the Dining-hall except in special circumstances, as defined by the Management Committee.

30% Room Service will be charged on all items, if ordered to supply in room.

Outside catering is not allowed.

In case of cancellation of order, the Caretaker/Cook has to be intimated three hours prior of the service. Otherwise, payment has to be made for the ordered items.

Catering arrangements in the Guest House or its Lounge only for Tea/Lunch/ Dinner can be made for a maximum of 100 (hundred) persons on prescribed charges.

Meal will be provided only in the Guest House to the person permitted to stay in the Guest House.

Catering staff shall work under the direction and supervision of the In-charge and Caretaker.

Catering staff shall prepare meals as per order placed by the occupant and the requisite payment shall be made by the occupant after the bill/account of the expenditure actually incurred is rendered to the guest.

Rates of the meals shall be decided by the Management Committee from time to time.

12. GUIDELINES (for Staff)

No item i.e. cutlery, food, furniture or fixture etc. shall be taken outside from the Guest House without permission of the In-charge or Registrar.

An Occupancy Register shall be maintained in the Guest House in the prescribed format and the same shall be produced by the Caretaker to the guest on entry.

The Caretaker shall maintain an account of the receipt and expenditure related to the Guest House. He shall receive the payment of room rent and mess bills and issue the receipts as well. He shall deposit the amount along with other income, to the University Account or in Finance Department on every Monday or next working day, in case Monday is a holiday.

The Caretaker shall also maintain Cash book, Ledger book, Stock book, etc. up-to-date.

The ledger and other records will be produced by him to the In-charge or Registrar, as and when required.

Generally, the bills shall be submitted to the indenter or otherwise specifically mentioned in the booking form.

Guest House staff shall be entitled to ‘Off Days’.

For day-to-day functioning, the attendant(s)/Cook(s) of the Guest House shall be reported to the Caretaker and the Caretaker, who will further report to the In-charge, and in his absence to the Registrar.

13. SOME DO’S AND DON’T’S (for Guests)

All guests are required to make entries and must sign the Guest Register kept on the Front Desk Counter or with the Care-taker before check-in and check-out.

All guests, on arrival, may kindly give self-attested Xerox of their photo IDs. Self-attested photo-copy of Passports and Visas are must for foreigners.
An inventory of articles for use in the rooms is available in each room. Guests are requested to check these items at the time of occupying the room. Applicant shall be liable to pay charges for any loss or damage caused during the stay of the guest.

Guests must deposit keys of their rooms at the reception before leaving the Guest House.

Please avoid to keep any valuables in rooms. In case of loss, Guest House will not be responsible.

Use of addictive substances and Possession of any lethal weapon is strictly prohibited.

Guests will not be allowed to keep additional persons in their rooms, without the prior approval of the In-charge.

Visitors for guests residing in Guest House are allowed from 10.00 a.m. to 10.00 p.m. only.

Cooking or Washing is not allowed inside the rooms.

Electric appliances like electric iron, cooker & induction etc. cannot be used in the rooms.

PETS are not allowed.

Damaging of property or defacing any notice/poster/walls etc. of the Guest House is illegal. Strict action will be taken by the Management Committee in this regard.

If an employee resigns/dismissed from his/her post, he/she will have to vacate the Guest House as well.

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

Please do not pay tips to the Guest House staff.

The Guest House is meant for you. Please help us keep it clean. Dust bins are placed in appropriate places for disposal of refuses.

Registrar or In-charge can search the rooms at any time if they feel the necessity.

There is always room for improvement. Suggestions/complaints, if any, may be put in the Suggestion-box available on reception.

The overall control of guest house will vest with Guest House In-charge under guidance of Registrar of the University.

The code of conduct, applicable to Indian people is applicable for foreign guests as well.

14. POWER TO REMOVE DIFFICULTIES

The Vice-Chancellor may relax any rule in full or part in such cases as may be deemed fit and necessary by him.

Necessary amendment to any of the aforementioned rules may be recommended, if deemed required, by the Management Committee. Such recommendation(s) after approval of the Vice-Chancellor shall become rule on notification by the Registrar.

Notwithstanding any provision in the aforesaid rules, the University administration reserves the right to vacate Guest House in case of emergency situations or refuse booking or cancel the accommodation in the Guest House, at any stage, without assigning any reason.