

Pandit Deendayal Upadhyaya Shekhawati University
Nawalgarh road, Katrathal, Sikar

Rules and Regulations for Functioning of University Guest House

The Committee constituted by the Hon'ble Vice Chancellor has recommended the draft rules and regulation in its meeting dated 26.04.2025 for proper functioning of University Guest House.

About

The University Guest House has its inception on 28.03.2025. The University Guest House provides accommodation services to official guest who comes to attend the official meeting of the University and also provides accommodation to the personal guest, administrative staff, faculty members and subordinate staff of the University on payment basis.

The Guest House of the University is located within the University campus having two VIP suite (Hon'ble Governor and Hon'ble Chief Minister) on Ground Floor, 08 normal suites/rooms on First Floor and 01 dormitory room on First Floor. All rooms having AC facility. The Guest House is fully functional and provides round the clock boarding and lodging services to the guests coming from across the country and abroad. Guest House rooms are allotted to University Guests, State or Central Govt. organizations, Universities, Public Sector Undertakings on request subject to the availability of rooms on payment basis. However, the priority is given to the University official activities.

Location

University Guest House is located in the premises of Pandit Deendayal Upadhyaya Shekhawati University, Sikar.

Entitlements

The following persons are entitled to get accommodation in the Guest House.

- **University Guest:** All the members of the Board of Management, Finance Committee, Academic Council, Planning Board, Selection Committee and other Statutory/Non statutory Bodies, Examiners (For Practical and Ph.D. Viva Voce Evaluation), Experts, Visiting Professor and person visiting in the University for official purpose. Official Guests of UGC, for this, the request should come from the U.G.C. They Shall be treated as University Guest.

- **Official Guest:** Participants of the Workshops, Seminar, and Conferences of the University: They shall be treated as Guest on Duty. The organizer of workshop, Seminar, Conferences of the University shall charge from the delegates on prescribed rate and deposit the same in the Guest House in advance.
- **Personal Guest:** For the Guests of teaching faculty and officer not below the rank of Group A, they are treated as personal guest. However, other employees may route their request through controlling officer. Charges of Guest House for personal guest will be on prescribed rates in advance. For person working in other State Central Govt. Organizations, Universities, Public Sector undertaking the allotment of room may be done on request subject to availability of rooms. They have to pay room rent and charges in advance.
- Any other persons authorized by the Hon' ble V.C. not mentioned above.

Priorities

While allotting the room in Guest House, the following order of priority shall be given.

1. University Guest
2. Official Guest.
3. Personal Guest.
4. Others

Allotment Rules

- VIP Guest room/Suite will be allotted only on sanction of Hon'ble Vice Chancellor.
- Newly appointed faculty members/officers may be provided accommodation for a time period, subject to the prior approval of Hon'ble Vice Chancellor.
- Private/Political functions are not permitted in the premises of the Guest Houses.
- The other room will be allotted by the Guest House Incharge on the first come first served basis depending upon requisition form submission.
- The prescribed requisition form should be sent to Incharge Guest house at least three days in advance.
- Telephonic bookings can be entertained subject to the submission of payment in advance.
- All the request for declaring University guest should be on the recommendation of Dean/Librarian/F.C./C.O.E/Head/Coordinator of the department/Section with the certification of this effect.

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- The rooms in Guest House may be allotted at a time for not more than five days only, However, the extension of accommodation may be given with the permission of Registrar.

Cancellation Rules

- Written intimation of cancellation should be submitted to the Guest House Manager/Incharge well in advance (before 24 hours at least) & no Telephonic cancellations will be entertained.

Check-In & Check-Out

- The Guest check in time is 12.00 PM & standard Check out time is 11.00 AM. However, the guest can request for early check in subject to availability of rooms.
- The Guest may check out at any time. However, Billing procedure must have to be completed between 10 AM to 5 PM before leaving the Guest House.

Payment Process

- All payments shall be against the official receipt and before the guest leaves the guest-house.
- The Vice-Chancellor may exempt any person from payment of lodging and/or boarding charges and may declare any person as a University Guest.
- Payments can be made by cash/UPI/E-Transaction.
- 10% Service charges will be levied on the total bills/cost memo, which will be used for Washing/Dry-cleaning of House Keeping Materials.
- GST will be charged as per the government rules.

Food and Dining Hall Facilities

- No food will be served outside the Guest House Dining Hall except for VIP and other special case.
- All meals except bed tea will be served in the dining hall only.
- Only vegetarian dishes will be served.
- The Guest House Incharge will be intimated two days in advance for arranging any lunch/dinner along with prescribed requisition form.
- Guest staying out side Guest House, yet rendering service to University during working hours and request for meal may be provided on payment

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basis subject to prior intimation to the Guest House Incharge in writing at least 48 hours in advance.

Some Other Import Rules for Guest House

- The Guest must have to submit a copy of at least one ID proof i.e. Aadhar Card, Driving Licence, Pan Card, Passport, Official ID proof. Guest from outside of India must have to submit a copy of passport and visa.
- The Guest will make an entry in the register kept at the reception/counter soon after arrival and again before leaving the Guest House.
- 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.
- Loud noise, disturbing other occupants, should be avoided.
- Before leaving the guest house the guest must have to handover all the accessories and equipment as it is in working condition.
- Pets/Dogs/Cats etc. are not allowed in the Guest House.
- Self-Cooking by guests is not allowed in the rooms.
- Smoking or use of liquor in any form is banned in the University Guest House premises.
- No explosive items/ highly inflammable/ articles/ alcoholic beverage & pets shall be allowed to be kept in the room.
- Person using the University Guest House will make good the damage caused by them to the building or furniture or fixtures or any other property of the University during their stay.
- A person suffering from infectious or a contagious disease shall not be allowed to stay in the Guest House. Accommodation in the Guest House cannot be claimed as a matter of right.
- Personal Locks are not to be used for locking the doors of the rooms.
- The University shall not be responsible for any loss or damage to person or the property of any occupant during his/her stay in the Guest House.
- Allotment of accommodation in the Guest House shall not confer on the allottees any right of tenancy of the premises and the University shall have the right to get the rooms vacated at any time without giving any notice or any assigning any reason in case of unauthorized stay/over stay.
- Decency in all aspects conducive to academic atmosphere should be maintained in the campus, if anything found not in order, fine may be imposed as decided by the University.
- The Guest House will be under the administrative control of the Incharge as authorized by the Vice-Chancellor.

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- The decision of the Vice-Chancellor shall be final in regard to the interpretation of these rules.
- The rules may be amended with the approval of the Vice-Chancellor.

Not allowed/permitted

- Child above 12 years shall be charged as one person.
- More than two adults shall not allowed to stay in double bed room/suite. Additional beds can be requested by the guest on payment basis.

Services & Charges

- 10% Service charges will be levied on the total bills/cost memo, which will be used for Washing/Dry-cleaning of House Keeping Materials.
- GST will be charged as per the government rules.

➤ Room Rent for University Guest House

Particulars	Official Charges	Unofficial Charges
VIP Suite (Subject to the approval of the Vice Chancellor)	Rs. 1500/-	Rs.2500/-
Normal Suites/Rooms (With Double Bed)	Rs. 950/-	Rs. 1500/-
Dormitory Room (Per Bed)	Rs. 400/-	Rs. 600/-

* Extra bed will be provided @ 400/- rupees per day.

Policy for Timing of Interval of Washing/Dry-cleaning of House Keeping Materials.

The Guest House Incharge shall observe following schedule for washing/dry cleaning of the housekeeping materials.

1. Bed Sheet & Pillow Cover : After one use
2. Chadar thick/Curtain : Once in 06 month or as per requirement
3. Towel : After one use
4. Blanket Cover : After one use
5. Blanket : Once in a year

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➤ **Kitchen Timing**

The following time shall be observed for providing Breakfast / Coffee / Lunch / Dinner etc.

S.No	Particulars	Timings
01.	Bed Tea/Coffee	07.00 A.M to 8.00 A.M
02.	Breakfast	8.30 A.M to 10.00 A.M
03.	Lunch	1.00 P.M to 2.30 P.M
04.	Dinner	8.30 P.M to 10.00 P.M

➤ **Food Charges**

S.No	Particulars	Revised rate
01.	Tea (Single Trey 2 Cups)	Rs. 30/-
02.	Bed Tea	Free
03.	Coffee (Single Trey 2 Cups)	Rs. 50/-
04.	Breakfast	as per menu
05.	Lunch/Dinner Normal	Rs. 150/-
06.	Lunch/Dinner Special	Rs. 230/-
07.	Party Lunch/Dinner	Rs. 275/-

➤ **Combo Breakfast @ Rs. 90/-**

- Bread Butter (4slice) with one cup coffee & Cornflakes Milk
- Two Stuffed Paratha with Dahi.
- Two Plain Paratha with Sabji and Dahi

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➤ Rate For Additional Requirements

On request, the following items may be supplied on charges indicated against each items.

S.No	Particulars	Revised rate
1.	Mineral Water Bottle	M.R.P + 20% Extra
2.	Milk Glass	Rs. 25/-
3.	Bread Butter (04Pc)	Rs.20/-
4.	Poha	Rs. 30/- (Per Plate)
5.	Cold Drink	M.R.P. + 20% Extra
6.	Biscuit	M.R.P. + 20% Extra
7.	Veg Sandwich	Rs. 45/-
8.	Grill Sandwich	Rs. 50/-
9.	Veg Pakoda	Rs. 35/- (Per Plate)
10.	Paneer Pakoda	Rs. 50/- (Per Plate)
11.	Chapati	Rs. 10/-
12.	Paratha Stuff	Rs. 35/-
13.	Paratha Plain	Rs. 30/-
14.	Rice	Rs. 50/- (Half Plate) Rs. 75/- (Full Plate)
15.	Juice	M.R.P. + 20% Extra
16.	Milk Cornflakes (01 Bowl)	Rs. 50/-
17.	Veg Tomato Soup	Rs. 40/-
18.	Chaach	Rs. 20/-
19.	Lamon Juice (Sikangi)	Rs. 25/-
20.	Salad (Kheera, Tomato, Onion)	Rs. 45/- (Per Plate)
21.	Rosted Paper	Rs. 15/-
22.	Rosted Masala Paped	Rs. 30/-



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for Mr. Jyoti Kumar

➤ **Menu for Lunch / Dinner and their Rates:**

Normal Lunch/Dinner	Special Lunch/Dinner	Party Lunch/Dinner
Rs.150/-	Rs.230/-	Rs.275/-
Chapati (With Butter)	Chapati (With Butter)	Chapati (With Butter)/ Poori
Sabji (Mixed Veg)	Sabji (Mixed Veg)	Sabji (Mixed Veg)
Plain Rice	Plain Rice	Rice (Jeera Rice/Matar Pulao)
Dal	Dal	Dal
	Paneer Sbji	Butter Paneer Sbji
Salad (Kheera, Tomato, Onion)	Salad (Kheera, Tomato, Onion)	Salad (Kheera, Tomato, Onion)
Achar	Achar	Achar
Papad	Papad	Papad
Dahi	Dahi/Raita	Dahi/Raita
	Sweets	Sweets/Fruits
		Mineral Water

- The Guest House In-charge may be authorized to spent up to Rs.15000/- in order to meet out the guest house expenditure and he shall maintain the record for the same. Excess to this amount, he may spend as per university rule. Cash beyond the 15000/- shall be deposited in the university bank account.
- Any difficulty face by the Guest House in future course of action which has not covered in above rule and regulation may be resolved by the competent authority by passing appropriate order.
- Interpretation of the Rule and Regulation of Guest House by competent authority shall be final.





