

CENTRAL UNIVERSITY OF SOUTH BIHAR

(Established under Central Universities Act, 2009)



Manual *for* University Guest House

University Guest House

Central University of South Bihar (CUSB) under its possession has two guest houses, one each located at **Patna** and **Gaya**; in the rented buildings providing lodging & boarding facilities. The address of University guest house is as follows:

University Guest Patna Campus

At: Buddha Colony, Near Hospito India, Patna

Total No of Rooms: 2 (two) – Double bedded air-conditioned

Meal facility: Available

Guest House Manager: Md. Mudassir Alam, Public Relation Officer

Caretaker: Mr. Arun Jha

Cooks: Mr. Manish Kumar

Kitchen Attendant: Mr. Anil Kumar

University Guest Gaya Campus

At: Officer Training Academy (OTA), Gate No: 5, Raj Apartment, Flat A-205, Paharpur Road, Gaya

Total No of Rooms: 3 (three) – Double bedded air-conditioned

Meal facility: Available

Guest House Manager: Mr. Pratish Kumar Das, Hindi Officer

Cook: Mr. Binod Kumar Ojha

Kitchen Attendant: Mr. Rajesh Kumar

CUSB University Guest Houses

General Guidelines for Guests Houses:

The Guest Houses provide beddings (bed sheet, pillow, sheet, pillow-cover, blanket, mattress etc.). 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. The maximum stay permissible is 8 days. Guests are required to make entries in the Register with the Guest-House-Keeper before occupying the room. Foreigners may kindly give details of their passports and Visas. Request for the reservation of the room has to be given in writing by filling Guest House Requisition Form.

Rent for Accommodation

No rent would be charged from the invited official guests of the University in CUSB guest houses for attending meetings of Statuary committee like Academic Council (AC), Finance Committee (FC), Executive Council (EC), Court, Examination, Selection Committee, Viva-voce etc.

Priority List for Allotment of Accommodation

For accommodation in the Guest houses a Priority list has been set by the University which is as follows:-

- A) 1st Priority:** Guests who are coming to attend Selection Committee/Viva-voce/EC/AC/Court/FC/Board of Studies Meeting etc. (Rent Free Accommodation).
- B) 2nd Priority:** Visiting team from UGC-HRD Ministry in relation to University Academic programs, visiting the University for signing degrees (Rent Free Accommodation).
- C) 3rd Priority:** Visiting Faculty/Visiting Scholars/Student & Faculty members under MOU / Newly appointment faculty members.
- D) 4th Priority:** Seminar / Conference/Workshop/Symposia organized by CUSB.
- E) 5th / Last Priority:** Personal guest of CUSB fraternity.

- Students will not be accommodated in the Guest House.
- 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.

Check-In/Check-Out Timings:

24 hrs from the time of check-in (arrival). The Guest may check in at any time in University guest houses. However, for the purpose of accounting and preparation of bill, a day means 24 hours from the time of check-in/arrival. Fraction of day will be counted as full day despite of short-time stay or early check-out.

Duration of Stay:

Usually a person will be allowed to stay for maximum 08 days only. In exceptional cases the extension may be granted subject to the prior approval of the Public Relation Officer (PRO) depending upon the availability of rooms.

Extension of Stay:

The extension is granted by the Public Relation Officer (PRO) only. Therefore, all such requests should be sent at least 24 hours in advance. Where the extension of stay has not been allowed, 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. The Guest Housekeeper has the authority to lock such rooms in case the guest refuses to make payment at penal rent or any other action as deemed fit as per the University Rules.

Cancellation:

Cancellation, if any, should be made at least 7 days in advance. If no cancellation is made in time, the guests will have to pay till the date of departure even if the room remained vacant because of the late arrival of the guest. Following will be the cancellation charges:

- Booking cancelled 07 days earlier - No charges
- Booking cancelled before 5 days - One day rent
- Booking cancelled before 48 hrs - 50% of the entire booking
- Last moment cancellation - Charges for the entire booking.

The University 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.

Charges of University Guest House

Type of Guests	Room Charges per room (Air-Conditioned)	Breakfast	Lunch & Dinner#
University Guest	Nil*	Rs. 35/-*	Rs. 50/-*
University Employee on Official Visit	Nil*	Rs. 35/-*	Rs. 50/-*
University Employee on Personal Visit or their relatives	Rs. 500/-*	Rs. 35/-*	Rs. 50/-*
New Joining Employees	Nil for first 8 days (from day 8 onwards HRA shall be deducted)	Rs. 35/-*	Rs. 50/-*
Other guests	Rs. 1000/-*	Rs. 35/-*	Rs. 50/-*

#Vegetarian working meals will be served in Lunch and Dinner.

* Rates to be revised from time to time, as deemed fit, by the University.

Blower/Heater charges Rs. 100/- per room/per day

- All dues should be cleared before departure during office hours (9:30 AM – 6 PM) on working days.
- At least 50% rental charges should be paid in advance at the time of occupying the room.
- Guests are advised to demand official receipts for all payments made.

Payments

- Bills must be cleared during office hours i.e. 09.30 AM to 06.00 PM on working days. In case, a guest need to leave on a Saturday/ Sunday or holiday, the payments should be made a day earlier.
- All payments shall be against the official receipt and before the guest leaves the guesthouse.
- Payment is accepted only by cash. Credit/debit cards are not accepted.
- The Vice-Chancellor may exempt any person from payment of lodging and/or boarding charges and may declare any person as a University Guest.

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

Do's and Dont's for CUSB Guest House Use

- Accommodation shall not be claimed as a matter of right.
- The guest will make an entry with ID proof in the register kept at reception / counter soon after arrival and again before leaving the Guest House. A proof of identity is mandatory.
- Persons staying in the Guest House are not entitled to bring in guest(s) to stay with them in the Guest House.
- The Guest House closes at 10 PM in winter and 11 PM in summer. 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.
- Male visitors/guests are not allowed in the rooms occupied by female guests and vice-versa.
- Alcoholic drinks in the Guest House are strictly prohibited.
- 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 are not allowed.
- Damaging of property or defacing any notice/poster/walls etc. of the Guest Houses is illegal.
- Any damage or loss to the Guest Houses will be subject to a fine which would be paid by the guest / requisitioner.
- 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.
- Cooking is not allowed in the rooms.
- Food/meals are served only in the dining hall, except bed tea / coffee.
- The guests are requested to switch off the lights, AC and fans, close windows and lock their rooms when they go out.
- **Payment is accepted only in cash. No credit/debit cards accepted.**
- Please do not pay tips to the staff.
- The Guest House is meant for you. Please help us keep it clean.

Management Committee of University Guest House

Pro Vice-Chancellor: Chairperson

Registrar: Member

Public Relation Officer: Member Secretary, for Patna campus

Hindi Officer: Member Secretary, for Gaya campus

Caretaker, Guest Houses: Member (Patna & Gaya campus)

Important Contact Nos:

S. No	Name	Designation	Location	Mobile NO
1	Mr. Md. Mudassir Alam	Public Relation Officer	Patna	9871723607
2	Mr. Pratish Kr. Das	Hindi Officer	Gaya	9572054654
3	Mr. Arun Kr. Jha	Caretaker	Patna	8051394788
4	Mr. Manish Kumar	Cook	Patna	9386360986
6	Mr. Anil Kumar	Kitchen Attendant	Patna	9470158496
7	Mr. Binod Kr. Ojha	Cook	Gaya	9386799865
8	Mr. Rajesh Kumar	Kitchen Attendant	Gaya	8521774328