



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No. : 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

GTU/ESTATE/GUEST HOUSE/A-213/6583/2022

Dt: 26/08/2022

INTERNAL CIRCULAR

Subject: Rules for accommodation of Guest house at staff quarter GTU campus and booking form.

GTU has established Guest House in flat no. 9 of high-rise staff quarter building within campus. Allotment rules (as per below) and application form are established and approved by authority. All the officers are requested to act and follow accordingly.

RULES FOR ALLOTMENT OF GUEST HOUSE ACCOMMODATION IN GTU CAMPUS

Definitions:

Place of Guest House – At Staff Quarter of Gujarat Technological University (GTU) Nr. Vishwakarma Government Engineering College, Nr. Visat Three Roads, Visat – Gandhinagar Highway Chandkheda, Ahmedabad – 382424 – Gujarat.

VIP Guest - The guests of GTU such as members of the Board of Governance, Finance Committee, Academic Council, Selection Committees, Special Committees, former Vice-Chancellors of GTU or any other guest approved by the Vice Chancellor as a special guest are exempted from paying the room charges.

Official Guest –

- Means those person(s) invited by way of a written communication/email/telephone/fax by the designated authority to attend official engagements in the University.
- Outside faculty/Experts/Examiners participating in Seminars/Workshops/ Symposia/ Conferences/Training Programmes/viva/exams organised by the University/Centres/ Departments.

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Head office : GTU Campus, Nr. Visat Three Road , Visat-Gandhinagar Road , Chandkheda, Ahmedabad - 382 424. Gujarat, India.

Phone :- +91 079-23267521/570

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Non Official Guest –

- Means a person visiting the GTU for Academic or Administrative purpose for their own cause.
- UGC sponsored guests who would include Visiting Professors, Professors Emeritus, Visiting Fellows and others.
- Adjunct faculty from other educational/academic institutions who come to Ahmedabad for academic work and are sponsored by their respective institutions/newly appointed faculty.
- Other Departmental Officials /Non Official category visitors for short stay. But this would require prior approval from competent authorities.

Exclusions

- Persons in employment of the GTU (teaching and non- teaching) are not construed as a guest. However, such persons can be permitted to avail of the facility available to Guest on written orders of the competent authority.
- Accommodation shall not be provided to the students/Research Scholars in the University Guest House.

About Guest House:

The University has a well-furnished Guest House which consists of three double occupancy AC rooms, common seating room, dining with kitchen facility situated in the peaceful area of the Gujarat Technological University campus. Guest House is equipped with facilities like Television, Refrigerator, Gas stove, RO Plant, Geysers etc.

Rules and Regulations:

1. Official guests shall have priority over and above non-official guests.
2. A person coming to join the University on her/his first appointment may be permitted to stay in the Guesthouse for the period upto 10 days as per the specified rates.
3. The guests are allowed to stay in the guesthouse for the officially approved duration of the stay.
4. The guests shall have to make arrangements by their own for tea, coffee, breakfast, beverages, Lunch and Dinner etc.

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5. The check in time starts at 10:00 am. However, for the purpose of accounting, a day means 24 hours from the time of check-in / fraction of a day will be counted as a full day. The maximum stay permissible in the Guest House is for 10 days. Guests are required to make entries in the Register with the Guest House Manager/attendant before occupying the room. All the guests are required to furnish a copy of ID proof at the time of check-in.
6. The guest house will be under the administrative control of the designated authority, as appointed by the Vice-Chancellor. The guest is expected to maintain harmony and good behaviour during her/his stay with guest house staff/attendant.
7. No unauthorized person shall be allowed to stay in the guest house.
8. The use of alcoholic drinks in the guesthouse is strictly prohibited as per the State Government Orders.
9. The University shall not be responsible for any loss or damage to a person or the property of the guest during his/her stay in the guest house.
10. Persons using the guesthouse will pay for the damages caused by them to the building, furniture/fixtures, crockery or any other property of the University during her/his stay as decided by university authorities.
11. Reservation/Booking of accommodation in the guest house shall not confer on the allottee any right to tenancy of the premises and the University shall have the right to get the rooms vacated at any time without giving any notice or assigning any reason in case of unauthorized stay/overstay.
12. A person suffering from infectious or contagious disease shall not be allowed to stay in the guest house.
13. For Official Guest, booking will be available on the recommendation of inviting authority of the university and availability of rooms.
14. Request for non-official bookings shall be confirmed not earlier than 15 days in advance on deposit of full payment of the prescribed charges in cash/DD. Under no circumstances shall such confirmed bookings be cancelled by the University. If cancellation is made by the guest 5 days before the expected time of arrival, the entire advance will be returned.
15. In case of paucity of accommodation, the guests are expected to share their accommodation.

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16. Official Guests will be charged at the rate of Rs. 300/- (Including all taxes) per person per day.

Non-Official Guests will be charged at the rate of Rs.600/- (Including all taxes) per person per day.

(Rates are subject to revision from time to time as decided by the Vice-Chancellor)

Guest/Applicant will pay the fee in advance through online mode only (SBI collect) under the head of **“GTU GUEST HOUSE CHARGES”** and will produce the copy of the receipt of the same to the attendant.

17. These rules will be applicable to the all such premises, designated by the University as University Guest House.
18. The Vice-Chancellor may exempt any person from payment of lodging and/or boarding charges and may declare any person as a University Guest.
19. The University shall not be responsible for any loss or damage to person or the property or valuables such as gold ornaments, cash, laptops etc., of any occupant during his /her stay in the Guest House.
20. All visitors coming to see a guest staying in the guest house shall have to make entries in the register available at the reception.

21. Prioritized List for Occupancy:-

The Guest House is primarily meant for: - 2007

- (A) VIP Guest
- (B) Official Guest
- (C) Non-Official Guest
- (D) Others

**-Sd-
Registrar**

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