



**UNIVERSITY COLLEGE OF ENGINEERING (BIT CAMPUS)
ANNA UNIVERSITY, TIRUCHIRAPPALLI, TAMILNADU
GUEST HOUSE**

RESPONSIBILITIES OF REQUESTOR / FORWARDING OFFICIAL

By filling up the requisition form for allotment of Guest House facilities, the indenter / forwarding / official / visitor shall be treated to have accepted to abide by all the rules and take personal responsibility for the genuineness of the visitor, behavioural issues with the visitors and any damages caused by the visitor during the stay.

GUIDELINES FOR BOOKING/CANCELLATION OF THE GUEST ROOM

1. Guest room booking is open for parents/guardians two week in advance and for others one week in advance.
2. Person who have booked the guest room have to collect the key on the first day of booking period, otherwise booking will be automatically cancelled for subsequent days.
3. Cancellation charges of 50/- will be levied on the individual if intimation is made one week in advance.
4. Cancellation made by two days in advance will be charged 75/- or the total charges of the guest room, whichever is less.
5. Cancellation charges for less than 48 hours or within the booking period will be levied full payment of the total booking period or 100/- Rupee, whichever is less.
6. For counting the number of days for cancellation, booking day will not be included.
7. Students requiring accommodation for their parents/ guardian / spouse are required to get their requisition forwarded through their respective wardens / Dean / HOD.
8. Prior to allowing accommodation to the guests, guests can be asked to produce identity proof as per the Government of India guidelines and the guests should not have objection to this.
9. Not more than two persons will be allowed in each double bed room.
10. Booking is not permitted for persons undergoing medical treatment/advice who are suffering from communicable disease or are bed ridden or are post-delivery case.

CATERING FACILITIES:

- Requisitions for Breakfast / Lunch / Dinner for official purposes should be informed at least one day in advance.
- The menu of Breakfast / Lunch / Dinner is subject to availability.

**Managing Committee
Guest House**



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SOME DO'S AND DONT'S:

- Persons staying in the Guest House are not entitled to bring in unauthorised guest(s) to stay with them in the Guest House.
- Institute authorities are not responsible for valuable items kept in the rooms.
- Alcoholic drinks in the Guest House are strictly prohibited.
- 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, except tea/coffee are served only in the dining hall.
- 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 staff.
- The Guest House is meant for you. Please help us to keep it clean.
- There is always room for improvement. Suggestions/complaints, if any, may be put in the suggestion box kept in the guest house.

PENALTIES FOR DAMAGE OF GUEST HOUSE PROPERTIES:

If the guests during their stay damage the contents (Linen, Mattress, Sofa, Table Top Glass etc.) then Guest House Management after examining the nature of the damage may impose penalty to the guest to replace the contents. If guest is not paying the penalty, the person making the booking needs to settle the bill.

PAYMENTS:

- A. Bills must be cleared during office hours i.e. 10.00 a.m. to 4.00 p.m. on working days. In case, a guest need to leave on a Saturday/ Sunday or holiday, the payments should be made a day earlier.
- B. All Departments must pay Guest House bills within 2 weeks.

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