

झारखण्ड केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF JHARKHAND

चेड़ी-मनातू राची

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**MANUAL FOR UNIVERSITY GUEST HOUSE**

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## **PREFACE**

The Central University of Jharkhand was established through the Central University Act, 2009. The University started with a vision to specially focus on relevant present-age educational drives with an emphasis on research in cutting-edge technologies. It offers Under Graduate, Post graduate, and Ph.D. programs in Schools/Departments of studies. The University is open to new ideas in course curricula and research proposals, collaboration, interaction, and capacity-building programs. Being located in Jharkhand, the study of culture is the thrust area of the University as manifested in the Centre for Indigenous Culture Studies, Centre for Tribal & Customary Law, Centre for Tribal Folklore, Language & Literature, and Music & Performing Arts. The CUJ Faculty have been awarded National and International Fellowships, project funding, and recognition and are constantly contributing to the Government Sector, Public and Private Sector organizations through teaching and consulting. The students have also won accolades in national-level academics and extramural activities.

### **Campus**

Presently the University has two campuses i.e. Permanent (Cheri-Manatu) Campus & Brambe Campus. The permanent campus of the University is located at Cheri Manatu, Kanke Block, Ranchi about 10 km off the main city & the temporary campus is at Brambe, Ratu-Lohardaga Road, Ranchi, 25 km drive from Ranchi city.

The University Guest House is located at Brambe Campus, which is spread over 45 acres of beautiful and green premises. The Guest House provides boarding and lodging services to the guests.

## **UNIVERSITY GUEST HOUSE**

### **General**

1. University Guest House has the following Guest rooms:-

- Main Guest House: 06 Suites.
- Guest House Annexe: 06 Single Bedroom
- Lounge :- 01 Hall

All the rooms in the Guest House are air-conditioned. The rooms in the Guest House are equipped with basic amenities.

2. Ordinarily, guests will be allowed to stay for a maximum period of three days. However, under special circumstances (s), he/ she may be permitted to stay for a maximum period of seven days depending upon the availability of rooms and/ or the purpose and nature of his/her visit and subject to the approval of the competent authorities.
3. Students/ Research Scholars will not be accommodated in the Guest House.
4. Newly appointed teaching and non-teaching employee may be provided accommodation for a period of seven days. However, under special circumstances (s), he/ she may be permitted to extend the booking depending upon the availability of rooms and subject to the approval of the competent authorities.
5. Accommodation shall not be claimed as a matter of right.
6. Guest will not be allowed to keep additional persons in his/her/their rooms, without the prior approval of the Guest House-in-Charge.
7. Visiting hours to meet the guest staying in the Guest House shall be upto 09:00 PM only.
8. The Visitors have to fill in their particulars in the visitor register available at the Guest House Reception.
9. Booking is not permitted for guests undergoing medical treatment/ advice who are suffering from communicable diseases or are bedridden.
10. Political functions are not permitted in the Guest House.
11. The foreign dignitaries/ guests are required to submit a copy of their passport/ valid Visa/ Identity Card for the booking.
12. The University administration reserves the right to cancel any booking or offer an alternate room due to administrative exigency at any time.
13. The Guest shall be responsible for the security/safekeeping of their personal belongings/ luggage.

14. A penalty may be imposed for any damage/ loss to the Guest House properties, due to the negligence of the Guest.
15. Suggestions/complaints, if any, may be lodged in the Suggestion Register available at the Guest House Reception.

### **Facilities in the Guest House**

The Following facilities are provided in the rooms of the Guest House.

- T.V.in suites
- A.C. in all rooms.
- Geysers.
- Towel.
- Slipper in all rooms.
- Toiletries in all rooms.
- News Papers in Common Hall.

### **Dos and Don'ts**

- Persons staying in the Guest House are not entitled to bring an unauthorized guest (s) to stay with them.
- Male visitors/guests are not allowed in the rooms occupied by female guests and vice versa.
- Alcoholic drinks & smoking in the guest house are strictly prohibited.
- Cooking/washing is not allowed in the rooms.
- Food/meals/breakfast etc. are served in the dining hall only.
- Guests are requested to switch off the light, fans, and AC and lock their rooms when they go out.
- Any damage or loss to the guest house will be subject to a fine which would be paid by the guest/requisitioner.

# **GUEST HOUSE BOOKING**

## **Category of Guest**

The Guests are entitled to get accommodation in the Guest House, as per the following order of precedence:-

Category – A (University Officials Guest)	<ul style="list-style-type: none"><li>• All the members/ invitees of the Court, Executive Council, Finance Committee, Academic Council, BOS/ BOE</li><li>• Selection Committee Members and other Statutory/Non-statutory Bodies, Examiners, Experts, Visiting Professors, Members of the audit team</li><li>• Officers of MoE/ UGC/ NAAC and other guests visiting the University for official purposes.</li></ul>
Category – B (Semi Officials Guest)	<ul style="list-style-type: none"><li>• Participants/ officials of the Workshops/Seminars/ Conferences, Projects, etc. of the University.</li></ul>
Category – C (University Employee’s Guest/ Former Employees)	<ul style="list-style-type: none"><li>• Employees/ Former Employees of the University</li><li>• Guests of employees of the University will be treated as personal guests.</li></ul>
Category – D (Parents/Guardians of Students/ Scholar / Alumni)	<ul style="list-style-type: none"><li>• Parents/Guardians of the Students/ Scholars/Alumni of the University</li></ul>
Category – E (Any other Guest)	<ul style="list-style-type: none"><li>• Any other guest not mentioned above.</li></ul>

**The University Guests, Teaching & Non- Teaching employees of the University, and other guests are requested to observe the following guidelines for booking of Guest House:-**

1. The request for booking of room at the Guest House must be submitted well in advance in the prescribed Guest Room Booking form to the Guest House In-charge.
2. Booking of Guest Rooms will be confirmed, only after approval from the competent authority.
3. The University employee shall route their booking request through the controlling officer.
4. A maximum of 02 Adults and 02 minors (below 06 years) are allowed in a double bedroom and only 01 Adult is allowed in a Single bedroom.

5. Booking of rooms for Conferences/Workshop etc. should be made 10 days in advance and booking will be confirmed 03 days prior to the date of the Conference/Workshop etc.
6. Official/ Semi-Official/ Personal get-togethers of University Teaching/ Non-teaching employees/ Family members and guests can be organized at the Guest House Lounge. **The booking request should be submitted 07 days in advance** through the controlling officer.
7. Rs. 3000/- will be imposed as a penalty in case of violation of the "stick no bill" guideline.
8. Request for Reservation of accommodation under different categories is given in the table below.

Category of Guest	Type of Room	Room Tariff	Approving Authority	Payment by
Category – A (University Official Guest)	Suite	Rs.1000/- per day	Hon'ble Vice-Chancellor	The University
Category – B (Semi-Official Guest)	Suite	Rs. 1000/- per day	Registrar on the recommendation by the Dean/ Director/ HOD /PI/ Co-ordinator / Chairman/ Convener of the program	The organizer of workshops, Seminars, Conferences, etc.
Category – C (University Employee's Guest / Former Employees)	Suite Single Room (Annex.)	Rs. 500/- per day Rs. 200/- per day	Guest House In-charge on the recommendation of the controlling officer	By Guest/ Employee
Category – D (Parents/ Guardians of Students/ Scholar/ Alumni)	Suite Single Room (Annex.)	Rs. 500/- per day Rs. 200/- per day	Guest House In-charge on the recommendation by DSW/ Warden(in case of Hosteller) or Head of the Department (in case of day scholar) (as applicable)	By Guest

Category – E (Any other Guest)	Suite	Rs. 700/- per day	Guest House In-charge	By Guest
	Single Room (Annex.)	Rs. 300/- per day		
Day Boarding: 6:00 AM to 6:00 PM (subject to availability).	Suite	Rs. 500/- per day	Guest House In-charge	By Guest
	Single Room (Annex.)	Rs. 200/- per day		
Lounge	Hall	Rs. 2000/- per function	Guest House In-charge	

**Note:**

- I. Except for category A, all bookings shall be treated as confirmed bookings only if payment is made in advance. The University reserves the right to cancel the booking at any moment at the direction of the University.
- II. For extra beds, Rs.200/- per person will be charged however a maximum of 03 persons shall be accommodated in a double bedroom.
- III. The Lounge facilities will be available up to 10:00 PM only.



## **CANCELLATION OF BOOKING**

1. The concerned person/ section/ department should inform the Guest house I/c preferably through e-mail/ writing as early as possible, about the cancellation of the bookings.
2. The cancellation charges will be as follow:-

<b>Cancellation Time</b>	<b>Cancellation Fee</b>
03 days or prior to the check-in date	100% refund
02 days prior to the check-in date	25% advance amount or a 01-day room tariff, whichever is less.
01 day prior to the check-in date	50% advance amount or a 01-day room tariff, whichever is less.
Less than 01 day	100% advance amount or 01-day room tariff, whichever is less.

## **CHECK-IN / CHECK OUT**

1. Check-in time:- 12:00 PM
2. Check-out time:- 10:00 AM

## **PAYMENTS**

1. All the dues (Room tariff & Food Charges, if any) must be cleared before checking out of the guest house.
2. Advance payment (50% of the total room tariff or 01-day room tariff, whichever is higher) is compulsory for all categories of guests except Category A for confirmation of booking.
3. Payment is accepted by cash/ online mode only.
4. The Vice-chancellor may declare anyone as a university guest.

## **DINING HALL FACILITIES**

### **Terms and conditions**

- *Lunch/dinner must be ordered before two hours*
- *In case of special thali, the order must be placed before 4 hours and shall be prepared only when at least two meals have been ordered*
- *The dining services of the Guest House will be closed at 9.30 pm.*
- *Food will be served in the Dining Hall only.*

### **Service Schedule:**

Breakfast:	07:30 to 09:30 hrs
Lunch:	13:00 to 14:30 hrs
Dinner:	20:00 to 21:00 hrs
Morning Tea:	06:00 hrs
Evening Tea:	17:00 hrs

### **Menu & Rate Chart**

<b>Type of Meal</b>	<b>Menu</b>	<b>Rate</b>
Breakfast	Aloo Paratha (2 pcs.), curd, pickle or Puri (4 pcs.), Sabzi, pickle or Idli (4 pcs), Sambar, chutney  Tea/Coffee	Rs. 50.00
Standard Thali (Lunch)	Rice, Roti (2pcs), Dal, Vegetable fry, Vegetable curry, Pickle, Papad, Salad	Rs. 70.00
Standard Thali (Dinner)	Rice, Roti (2 pcs), Dal, Vegetable fry, Vegetable curry, Pickle, Papad, Salad, Sweets	Rs. 80.00
Special Thali: Lunch/dinner (Veg)	Rice, Roti(2pcs), Dal, Vegetable fry, Vegetable curry,	Rs. 120.00

	Salad, Papad Paneer / Mushroom Curry Plain Curd, Sweet	
Special Thali: Lunch/dinner (Non-Veg)	Rice, Roti(2pcs), Dal, Vegetable fry, Vegetable curry, Salad, Papad Chicken / Fish Curry Plain Curd Sweet	Rs. 150.00

### A-la-carte menu

S.N	Menu	Quantity	Rate
1	Tea	1 cup	₹10/-
2	Coffee	1 cup	₹10/-
3	Milk	1 glass	₹20/-
4	Curd	1 bowl	₹20/-
5	Bread & Omelets	4 Bread + 2 egg	₹40/-
6	Boiled egg	1 pc	₹10/-
7	Aloo Paratha	1 pc	₹15/-
8	Puri	1 pc	₹10/-
9	Idli	1 pc	₹10/-
10	Rice	1 bowl	₹30/-
11	Roti	1 pc	₹10/-
12	Dal	1 bowl	₹20/-
13	Vegetable fry	1 plate	₹25/-
14	Vegetable curry	1 bowl	₹30/-
15	Papad	1 pc	₹10/-
16	Sweets	1 pc	₹10/-
17	Paneer curry	1 bowl	₹80/-
18	Mushroom curry	1 bowl	₹80/-
19	Baby corn curry	1 bowl	₹80/-
20	Chicken Curry	1 bowl	₹100/-
21	Fish Curry	2 pc	₹80/-
22	Egg Curry	2 pc	₹50/-
23	Upma	1 bowl	₹30/-
24	Pakoda	1 plate	₹30/-
25	Seasonal fruits	1 plate	₹30/-
26	Cold Drink	-	MRP
27	Water bottle	-	MRP
28	Corn flakes with milk	1 bowl	₹40/-
29	Omelet	2 egg	₹25/-
30	Paneer Pakoda	1 plate	₹80/-

**\*Packing charge per meal ₹20/- extra**

## **UNIVERSITY GUEST HOUSE MANAGEMENT COMMITTEE**

The University Guest House Management Committee shall consist of the following members:-

Hon'ble Vice Chancellor or his nominee	Chairperson
Registrar	Member
Finance Officer	Member
One Faculty as nominated by the Vice-Chancellor	Member
Dy. Registrar	Member
Estate Officer	Member
Internal Audit Officer	Member
Guest House-in-Charge	Member Secretary

### **Role and Responsibilities**

- The Committee shall meet at least twice a year.
- Guest House I/c will present half yearly report (financial & administrative) before the Committee.
- The Committee shall review the condition and maintenance of the Guest House and its assets.
- All the major procurement for the Guest House (Capital) shall be approved by the Committee on the recommendation of Guest House I/c.

## GUEST ROOM BOOKING FORM

Date:.....

Category of Guest:      Official       Semi-official       Others

Name of the Guest: Prof./Dr./Mr./Mrs.....

Designation:.....contact no.....

Organization:.....Address:.....

Date of Birth: .....Identity Proof & No. (enclosed self attested copy).....

Date and time of Arrival .....

Expected Date and Time of Departure.....

Name of the person(s) accompanying the Guest

S.No.	Name	Age	Relationship

Faculty/Staff Member who is booking the accommodation:

Name: .....Designation: .....Signature:.....

Approving Authority:

Name:.....Designation:.....Signature:.....

For Office Use:

Room no. allotted: .....; Period: From..... To .....

Received an Advance payment (if any) Rs..... Receipt no./date.....

Signature (Guest House- In charge).....