

University Guest House

About University Guest House

The new Guest House of the University was commissioned in June, 2023. The Guest house is situated on the campus near the administrative block. The University Guest House has 02 VIP Rooms and 10 tastefully furnished rooms, a 40-seater Dining Hall (all air-conditioned), perfectly matching upholsteries, and catering that carefully prepares and serves vegetarian and continental cuisines. Hot and cold-water facilities are 24X7 available and facilitate 24-hour internet accessibility. The Guest House offers the accommodation facility to all delegates, university employees, and their guests. The ATM, Bank, and Post office are within reach of the University Guest House.

Contact Person @ Guest House

Dr. Jitender Kumar (Officer-in-Charge)

Assistant Professor

Department of Tourism and Hotel Management

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Booking:

1. The Booking of room(s) and food can be made online or offline at least seven days in advance by filling out the prescribed form and submitting it to the caretaker in advance. The allotment of rooms shall be generally done on a "first come, first served" basis.
2. While submitting accommodation and food Performa, the concerned applicant/HOD/TIC of the department shall deposit full payment in advance through UPI and enclose the payment receipt (Account details: A/C no.: 50100164621710, Bank Name- HDFC).
3. The Standard Check-In and check-out time is 12 Noon. For the purpose of accounting, a day means 24 hours from the time of occupation/arrival. The Fraction of the day will be counted as a full day.
4. Guest House accommodation will be provided to guests according to the priority list. The Priority List for allotment of rooms in the University Guest houses is as follows:

First Priority to University Guests: Guests who are coming to attend Selection Committee/Viva-voce/EC/AC/Court/FC/Board of studies Meeting etc, Visiting Team/Individuals from UGC regarding University academic programs, Ministry of Education (GOI), NAAC officials Etc.

Second Priority: Resource persons/ participants of Seminars/ Conferences/ Workshops/ Symposia being organized by CUH, Visiting Faculty/Visiting Scholars under MOU.

Last Priority: Personal guest of the faculty/staff coming for personal work.

Accommodation Charges

S. No.	Category	AC Room (Per day for single occupancy)
1	Guests of the University	Rs. 1000
2	Foreigners	Rs. 2000
3	University employee and their relative	Rs. 600
4	Guest of University employee	Rs. 800

**The Vice-Chancellor may exempt any person from payment of lodging and/or boarding charges.*

Meal Plan

S. No.	Food item/s	Charges
1	Breakfast	Rs. 50
2	Lunch	Rs. 80
3	Dinner	Rs. 80
4	Special (Lunch/Dinner)	Rs. 150
5	Tea Cup	Rs. 10

Service Schedule:

a) Bed Tea	07.00 am to 07.30 am
b) Breakfast	08.00 am to 09.00 am
c) Lunch	01.00 pm to 02.00 pm
c) Evening Tea	05.00 pm to 05.30 pm
d) Dinner	08.00 pm to 09.00 pm

1. The kitchen of the Guest House will be closed at 10.00 pm.
2. The use of alcoholic beverages in the Guest House premises is strictly prohibited.
3. The accommodation and meal charges are subject to change at any time without notice.

Duration of Stay:

1. Accommodation in the Guest House may be made up to a maximum of *seven days*. When accommodation is required for more than *seven days*, special permission from the Vice-Chancellor shall be required depending upon the availability of rooms.
2. Newly appointed staff/faculty members may be provided accommodation for a maximum period of *two weeks*. If any staff/faculty member(s) require accommodation beyond *two weeks*, permission of the Vice-Chancellor shall be required.
3. 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 an unauthorized period, they will be charged double the rent they were paying immediately before the expiry of the authorized period. The Caretaker has the authority to overlock such rooms in case the guest refuses to make payment at penal rent or any other action as deemed as per the university rules
4. Any employee(s) of the university staying in the Guest House beyond the admissible period without prior permission shall be liable to disciplinary action as per the rules.
5. The students of Central University of Haryana will not be accommodated in the Guest House.

General Rules and Regulations:

1. The Guest House will be under the administrative control of the officer/ In-charge so appointed by the Vice-Chancellor.
2. An inventory of articles for use in the rooms is available in each room. 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.
3. 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 to the building, furniture, fixtures, or any other university property during their stay.
4. The guests are requested to switch off the lights and fans, close windows, and lock their rooms when they go out.
5. Drying of clothes on the *verandah* or any areas other than those specified for the purpose shall not be allowed.
6. For cleaning and other maintenance work, the Guests shall leave the room key with the caretaker. However, the university shall not be responsible for any loss or damage of the belongings of the occupant during their stay in the Guest House.
7. The occupants shall have to maintain peace and tranquillity during their stay in the Guest House complex.
8. Cleanliness has to be maintained in and around the Guest House. Dust bins are placed in appropriate places for disposal of refuse.
9. The Guest(s) shall only accommodate additional member(s) in the room with the permission of the guest house caretaker.
10. The occupants shall place an order for breakfast/lunch/dinner to the caretaker well in advance. In case of cancellation of an order, the caretaker has to be intimated *four hours* before the serving time. Otherwise, payment has to be made for the ordered items.
11. Food/meals, except tea/coffee/cold drinks, are served only in the dining hall.
12. Private and political functions are not permitted in the Guest House.
13. A person suffering from a contagious disease shall not be allowed to stay in the Guest House.

14. Any cancellation of the reservation shall have to be done online or shall be informed to the caretaker in writing or over the phone at least 24 hours before the check-in time; otherwise, the room rent deposited will be forfeited.
15. The Guest House management reserves the right to cancel a booking, refuse accommodation, or change the room(s) allotted to a person or persons without assigning any reason(s) thereof.
16. The Vice-Chancellor may grant exemption from the operation of any of the rules in exceptional cases on merit.