



Sardar Patel University of Police, Security and Criminal Justice
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S.No. F.10(01)SPUP/2013/EO/Guest House/Vol.-02/ 3761

Date:- 30/11/2022

The SPUP University House Management Rules

ALLOTMENT POLICY

1. Allotment Policy for the Guest House:-

The Guest house of the University is primarily meant to accommodate guests visiting the University for official / academic Work. The guest rooms may be made available under following categories, subject to availability, which shall be at the sole discretion of the University.

2. Categories of the Guest(s):-

2.1 Category-I: University Guest(s)

2.1.1 Person(s) invited by the University to attend official assignment(s), function(s), meeting(s) / Placement, etc.

2.1.2 Former / sitting Vice Chancellor(s) of Central / State University (ies), former / sitting Director(s) / of the Govt. Academic Institution(s).

2.2 Category-II: General Guest(s)

2.2.1 Person(s) participating in the conference(s), seminar(s), symposia, workshop(s), training programme(s), etc. conducted by the University.

2.2.2 Person(s) from Industries

2.2.3 Person(s) from college(s), other university (ies), institution(s), organization(s), etc.

2.2.4 Person(s) coming to attend orientation programme(s), refresher course(s), short-term course(s), summer/winter school(s), special course(s), professional/skill development programme(s), etc. organized by the University and funded by UGC-HRDC or any similar type(s) of regulatory/statutory bodies or funding agencies.


2.2.5 Relative(s) / Guest(s) of the University's employee(s).

2.2.6 Out stationed Parents of the regular students of the University.

2.2.7 Former Professor(s) / Registrar(s) / Comptroller(s) of the University.

3.3 Category-III: Private Guest(s)

3.3.1 Person(s)/guest(s) not covered under the above categories but recommended by the competent authority of the University.


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3.	Private Guest(s):	3.1 Person(s) / guest(s) not covered under the above categories but recommended by the Hon'ble Vice Chancellor of the University.	General Rooms	500/- (Non AC) 1000/- (AC room)
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- * Allotment of the VIP Rooms shall be at the discretion of the Hon'ble Vice Chancellor
- ** Service / other taxes extra as per rules.
- # Prior written approval of the Hon'ble Vice Chancellor is essential for exemption of the room rent.

5. Conditions:-

- 5.1 In all cases, charges will be paid to guest house either by guest, host or person requesting the reservation at the time of check out. In case of default in payment by the guest, the dues will be realized from the salary of the person making the booking.
- 5.2 For official events, the payment will be directly credited to the guest house by the accounts department of the University and charged to the central budget of the concerned department / section.
- 5.3 In case of conference(s) / symposium / training(s) / other event(s), the payment will be made by the convener / secretary of the organizing committee directly or through transfer from respective account for the conference or through University.
- 5.4 For all guests under category 3 i.e. Private Guest(s), 100% advance shall be deposited for the duration of booking on or before arrival of the guest(s).
- 5.5 Newly appointed regular faculty/non teaching member(s) / officer(s) at the time of joining will be treated as guest(s) of the University for one week period and will not be levied any charges on account of room. After seven days, @ Rs.100/- per day / per bed shall be charged for the room(s) for a period of maximum one month subject to the prior permission of the Hon'ble Vice Chancellor. The charges for food will be paid directly by him/her as per guest house norms. If any staff/faculty member has to stay in the Guest House beyond one month, permission of the Vice-Chancellor shall be required.
- 5.6 Maximum limit for stay of Guest in guest house will be 07 days initially. Then extension for another week after approval of Vice Chancellor. Maximum four weeks. Check out time will be 10.am.

DUTIES AND RESPONSIBILITIES

6. Duties and Responsibilities of the Guest House Officers / Staff:

- 6.1 There shall be a Guest House Management Committee constituted with the prior sanction of the Hon'ble Vice Chancellor. The Committee shall monitor the smooth functioning of the Guest House and provide appropriate recommendations to the Vice Chancellor for the betterment of the Guest House.
- 6.2 Procurement(s) of the goods, services, works, etc. shall be made through the University Procurement Committee on the recommendation of the Guest House Management Committee.
- 6.3 The Officer-in-charge/Estate Officer and other staff of the Guest House shall be appointed/deputed by the Hon'ble Vice Chancellor on the recommendation of the Guest House Management Committee.
- 6.4 The Estate Officer shall be responsible for the looking after the assets of the Guest House. The Estate Officer shall also be responsible for keeping the Guest House presentable along with proper maintenance of lawns, functioning of the sanitary and electricity system, water supply, cleanness, etc. and shall work in close coordination of the Officer-in-charge, Guest House.


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- 6.5 Officer-in-Charge/Estate officer shall look after the routine functioning of the Guest House. He/she shall also ensure that proper fee(s) / charge(s) is/are taken and proper record such as occupancy register, stock register, bill book, cash book, *etc.* is maintained.
- 6.6 The Officer-in-charge/EO shall have overall control and supervision of the staff /employee(s) deployed at the Guest House.
- 6.7 The Officer-in-charge/EO shall also ensure that rules and regulations are followed properly in the Guest House and in the event of any serious irregularity, the Officer- in-charge shall bring to the notice of the Chairman of the Guest House Management Committee and the Hon'ble Vice Chancellor as well.
- 6.8 The Officer-in-Charge/EO shall also ensure that there should not be anyone staying at the Guest House in an unauthorized manner. Also, the Guest House Management Committee shall pay sudden visits to the Guest House to ensure whether the things are in order.
- 6.9 The staff / employees deployed at the Guest house shall perform their duties making the proper entries in occupancy register, stock register, bill book, cash book, *etc.* under the supervision / guidance of the Officer-in-charge. The record related to guest house will be produced to the Guest House Management Committee / auditor(s) for auditing as and when required.
- 6.10 Care taker shall ensure that no damage is caused by the guest(s) during his / her stay in the Guest House.
- 6.11 The guest shall also sign the Occupancy Register on the appropriate column at the time of arrival / departure.
- 6.12 A Visitor's Book shall be kept by the receptionist at the Reception Counter for recording the suggestions or complaints of the guest(s), if any.
- 6.13 Necessary amendment(s) to any of the aforementioned rules may be recommended, if deemed required, by the Guest House Management Committee for approval of the Vice-Chancellor. Such recommendation(s) shall become rule after approval of the Vice-Chancellor of the University.
- 6.14 The Vice-Chancellor may relax any rule in full or part in such cases as may be deemed fit and necessary.


GENERAL INSTRUCTIONS / GUIDELINES

8. General Instructions /Guidelines:

- 8.1 The guest house will be under the administrative control of the Officer-in-charge. The Officer-in-charge shall work under the control of the Guest House Management Committee.
- 8.2 University guest(s) shall have priority over and above other categories of the guest(s).
- 8.3 Reservation / booking of accommodation in the guest house shall not confer any right to the person(s) 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 abnormal behavior, objectionable activities, unauthorized stay, over stay, *etc.*
- 8.4 Accommodation charges will be payable on 24 hrs basis from the check in time.
- 8.5 No unauthorized person shall be allowed to stay in the guest house.
- 8.6 Smoking and use of alcoholic drinks in the guest house is strictly prohibited.
- 8.7 The University shall not be responsible for any loss or any damage to a person or the property of the guest(s) during his/her stays in the guest house.
- 8.8 Persons using the guest house will pay for the damages caused by them to the building or furniture or fixtures or any other property of the University during her/his stay.
- 8.9 For general guest(s), the request for an accommodation will be accepted only on recommendation from faculty member(s) and officer(s) of and above the rank of Assistant Registrar.
- 8.10 In case of paucity of the accommodation, the guest(s) is/are expected to share his /her / their accommodation(s)


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- 8.11 Booking of room(s) can be made by providing a written letter / fax / e-mail (subject to the availability of the rooms) to the Officer-in-charge in advance.
- 8.12 The allotment of rooms shall be generally done on the "*first come, first served*" basis. However, the Hon'ble Vice Chancellor on his discretion shall have full powers in respect of ascertaining priority.
- 8.13 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 of the Vice-Chancellor shall be required.
- 8.14 Any guest of the University staying in the Guest House beyond the admissible period without prior permission shall be liable to disciplinary / legal action or levy private charges or both.
- 8.15 The Guest(s) shall not accommodate any additional member(s) in the room without permission of the competent authority.
- 8.16 Guest(s) shall leave the room key at the reception desk for cleaning and other maintenance works.
- 8.17 The occupants shall have to maintain peace and tranquility in the Guest House and are expected to maintain harmony and good behavior during her/his stay.
- 8.18 The occupants are expected to switch off the electricity point(s) / switch(es) and turn off water tap(s) when they are not intended to be used.
- 8.19 Social / private event(s) may be organized in the Guest House with prior permission of the Vice-Chancellor and after deposition of the prescribed fee(s) / charge(s).
- 8.20 All requests for booking by faculty member(s) and staff will be made to the reception desk by mail or hard copy of requisition slip clearly mentioning the respective category.
- 8.21 The person-in-charge of reception desk, after checking the availability, will immediately confirm the booking through mail or phone.
- 8.22 Bookings by staff (except faculty members and other group "A" staff) must be routed through their respective section heads.
- 8.23 Maximum number of guest room(s) for non-official guest(s) should not exceed three for a given period.
- 8.24 Applicant(s) may download the University Guest House Accommodation Form from the University website or can get it from the Reception of the Guest House.


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Accommodation :(Double / Triple / Four /Six Bed) Date.....

Name of the Requisitioner..... Age.....

Address.....

S. No	Name of the Guests	Relationship	Age

Category of the Guest

Official/Personal

Accommodation required

From (Arrival Date &Time).....

To (Departure Date & Time)

Certificate by requisitioner: The guest is personally known to me and I am responsible for his/her conduct. If he/she fails to make payment of lodging/boarding charges. The same may be made by me.

Forwarded by

Signature

Name.....

Designation.....

Phone No.....

Head of Deptt. /Office (Stamp)

Email.....

For Official guest(s): It is certified that the above mentioned guest has been invited by the University/School/Centre on.....to attend..... for which TA/DA to the guest is to be paid by JMI.

Signature of VC/HoD/Faculty /DR/AR
(With official stamp)

Room Available/ Regret

FOR OFFICE USE

Note:

- (I) Incomplete proforma will not be considered
- (II) Please send this proforma at least 7 days in advance
- (III) Confirmation will be send by Email
- (IV) For official booking Please enclose relevant office order/letter
- (V) **Email address:**

Incharge


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