

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

(Established by H.P. State Legislature vide Act No. 14 of 2002)

POLICY ON GUEST ROOM

1. JUIT has a variety of Guest Rooms commensurate to the designation of the applicant/guest. These Guest Rooms are as follows:-
 - a) SOR (Vasant Bhawan)
 - b) FH-2
 - c) Malviya Bhawan B-3/6
 - d) Exchange Block

2. The procedure to be followed for allotment of Guest Room is as follows:-
 - a) Applicant will download form for booking of Guest Room from JUIT Website.
 - b) After filling the form, the availability of requisite guest room is endorsed by the following appointment:-
 - i) For SOR – Registrar
 - ii) For All Others – Hony SM Shiv Lal Negi
 - c) The form shall then be processed through Registrar who will give his Recommendation.
 - d) The approval of Guest Room will then be accorded/rejected by Vice Chancellor
 - e) After approval of Vice Chancellor, the Guest Room Incharge i.e. Annapurna Manager & Hony SM Shiv Lal Negi shall ensure that Guest Room are maintained and equipped for utilization in all respect.

3. **Maintenance of Guest Rooms:** The following procedure will be observed:-
 - a) Any requirement of Civil/Electrical repairs shall be projected by Annapurna Manager/Hony SM Shiv Lal Negi to Maintenance Department through form downloaded from website.
 - b) Maintenance Department will get the Maintenance request attended to on priority.
 - c) Any Guest Room Not fit for use will be intimated (with reason) to Guest Room Recommending & Approval authority.

4. **Facilities Available in Guest Rooms**

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- a) Linen with blankets & comforters
- b) Curtains
- c) TV
- d) Potable Drinking Water
- e) Hot Water Kettle & Tea making arrangements.
- f) Electric Heaters
- g) Housekeeping on daily basis.

h) **Meals**

- i) **SOR** - Special Meals as per menu duly prepared by Annapurna Manager duly suiting the designation of Guest. Payment of meals of JUIT guests are complimentary. Booking done for other than JUIT guest is chargeable @Rs.550/-per day.
- ii) **FH-2** - Dining will be based on designation of Guest. Some guests would be dining in FH-2. However, some guests e.g. single faculty, visiting faculty can dine in Annapurna Faculty Dining. For guests dining in FH-2 Coupon Rate of Rs.75/- per day for worker level and Rs.100/- per day for Supervisor level will be charged.
- iii) **B-3/6** - Dining is normally in Annapurna 'A' Faculty Dining. Meals are on payment basis as stated below.
- iv) In Faculty dining of Annapurna 'A' rates for coupon are as follows:-
 - aa) Breakfast - Rs.75/- each
 - ab) Lunch & dinner - Rs.100/- each

5. **Laundry Facilities**

- a) **For SOR** - Laundry of personal & official items will be carried out by Laundry, and Annapurna Manager will raise Debit Note.
- b) **For Other Guest Rooms** - Laundry of personal items will be cash payment to Laundry. Official items shall be laundered & debit note raised by Annapurna Manager/Hony SM Shiv Lal Negi.

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6. **Yearly Stock Taking** – Yearly Stock taking of all inventory shall be carried out as per stock on 31 March of the year.

Signature		
Name	Maj Gen Rakesh Bassi (Retd.)	Prof. Rajendra Kumar Sharma
Designation	Registrar	Vice Chancellor