



कुलसचिव कार्यालय
Office of the Registrar
हैदराबाद विश्वविद्यालय
University of Hyderabad



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Ref No. UH/REG/R-17/2024/

Date: 11 December 2024

OFFICE MEMORANDUM

Sub: Rules and Regulations Governing the University Guest House(s) – Reg.

Ref: (1) Re-Constitution of LVGH Management committee, UH/REG/LVGH/2024/28552, dt: 05.08.2024
(2) Recommendations of the Committee Constituted, dated:03.10.2024
(3) Vice-Chancellor's approval order's dated:29.11.2024

Consequent to the approval of the Competent Authority to the recommendations of the Committee constituted to frame guidelines for allotment of accommodation at various Guest Houses of the University, the following guidelines for allotment of the Guest Houses in the University campus are circulated among various stakeholders and authorities concerned for information and compliance:

Accommodation requests at the Guest Houses will be subject to the following conditions:

1. Approval Authorities:

Sl. No.	Indenter	Accommodation request can be submitted for	Competent Authority to Approve Accommodation in LVGH
1	Students (on going)	Parents/ Spouse only	Head or Dean of the concerned School and Dean Students' Welfare (DSW)
		External Members (Seminar/ Conference/ Other Academic/ Cultural Programs) \$	Dean, Students' Welfare (DSW)
2	Faculty	External Members (Seminar/ Conference/Other Academic/ Cultural Programs)	Head (or) Dean of the concerned Department/School
		Relatives & Friends #	Registrar
3	Group-A Officers	Official Guest/ External Members (Training/ Seminar/ Conference) or Relatives/ Friends	Registrar
4	Non-Teaching Staff	Official Guest or Relatives/ Friends	Registrar
5	Outside Guests and Visitors	Self and any other Guests	Registrar

\$ Dean Students Welfare to verify the credentials of the guest(s) while approving the request for Guest House and for Visiting Scholars House Conference Room.

Faculty is responsible to verify the credentials of the guest(s) while recommending the request for the Guest House.

2. General Rules and Regulations:

(1) Booking Procedures:

- Advance Booking:** Accommodation requests must be submitted at least three days in advance. Confirmations may not be issued earlier than **15 days** prior to the intended stay.
- Extension of Stay:** Extensions are not automatic and are contingent upon room availability, departmental recommendation, and advance payment.
- Booking Confirmation:** A reservation or booking of accommodation does not confer any tenancy rights. The University reserves the right to vacate the rooms at any time without notice in cases of unauthorized stay or overstay.

(2) Accommodation Conditions:

i. For Students' Families:

- a) Students may book rooms at the Lake View Guest House for their Parents or spouse, subject to proper verification and advance booking at least **15 days** before the intended stay.
- b) The student must submit the required indent form, duly recommended by the Dean/Head of the respective School/Department/Centre and the Dean of Students' Welfare (DSW).
- c) Required documents include the student's identity card, semester registration card, and a photo identity and address proof of the parents or spouse, preferably Aadhar.
- d) Accommodation can be booked **initially** for a maximum period of **three days**, subject to room availability at the Guest House.
- e) Students are not permitted to stay in the Lake View Guest House along with their parents.

ii. New Appointees: Individuals joining the University on a new appointment may stay in the Guest House for up to 15 days at the applicable rates. In case a new appointee to a regular position, needs further extension, s/he shall apply five days prior to the due date through proper channel.

iii. Official Guests (Seminars / Conferences):

- a) Official guests are permitted to stay for a maximum of one week or the officially approved duration of their stay, whichever is shorter. They must enter their details in the Guest House register and provide a copy of their identity and address proof, preferably Aadhar or another government-issued ID.
- b) Official guests are given priority over non-official guests.

iv. Relatives/Friends:

- a) Relatives and friends are permitted to stay for a maximum of one week or the officially approved duration of their stay, whichever is shorter. They must enter their details in the Guest House register and provide a copy of their identity and address proof, preferably Aadhar or another government-issued ID.
- b) Rooms for relatives and friends will only be allocated if available, with priority given to official guests.

v. Candidates Appearing for Admission/Interview: *Accommodation will not be provided to candidates appearing for admission or interviews. Alternative arrangements must be made by the candidates.*

vi. *In exceptional circumstances longer duration of stay may be considered. In such cases, the Competent Authority for approving accommodation in LVGH may after receiving application from the applicant forward the same with specific recommendation to the Office of the Vice Chancellor/Registrar.*

(3) Conduct and Responsibilities:

- i. **Guest Behaviour:** Guests must maintain harmony and good behaviour during their stay. Unauthorized persons are not allowed to stay in the Guest House.
- ii. **Health and Safety:** Individuals suffering from infectious diseases are not permitted to stay in the Guest House.
- iii. **Prohibited Activities:** The use of alcoholic drinks, pets, and cooking or dining in rooms is strictly prohibited. Private or political functions are not allowed inside the Guest House.
- iv. **Room Maintenance:** Guests must switch off all electrical and electronic equipment, lights, and fans when leaving the room. Clothes should not be dried in common areas. Proper dress is required when outside rooms.
- v. **Return of Keys:** Guests must return room keys to the Guest House staff upon checkout.
- vi. **Damages:** Guests are responsible for any damages caused to the building, furniture, fixtures, or any other University property during their stay.

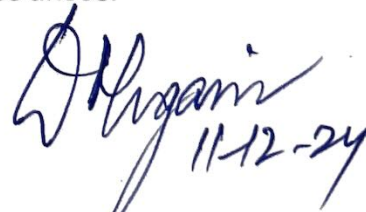
(4) Services and Tariff for various accommodations:

S. No.	Guest House / Building	Type of Accommodation	Revised Room Tariff in Rupees
1	Visitor's Scholar's House (VSH)	AC Suits	Rs. 900
2	Silver Jubilee Block (SJB)	AC 2-Bed	Rs. 800
3	Silver Jubilee Block (SJB)	AC Single	Rs. 700
4	Lake View Guest House (LVGH)	AC 2-Bed	Rs. 600
5	Lake View Guest House (LVGH)	Non-AC 2-Bed	Rs. 500
6	Participants Hostel (PH)	Non-AC 3-Bed	Rs. 500
7	Lake View Guest House	Non-AC Dormitory	Rs.200
8	PH for HRDC Participants	Per Head	Rs.105
9	South Campus Guest House	AC Single	Rs.700
10	Conference Room (VSH) & SJB	For meetings	Rs.500 (Per Hour)

- i. **Responsibility for Charges:** If the charges for a guest's stay are to be paid by the Guest, the indenter (the person arranging the stay) is responsible for clearing the bill within seven working days. Failure to do so will result in the amount being deducted from their salary without further notice.
- ii. **Meals and Room Service:** Meals, snacks, and tea are not included in the room tariff. Guests may be served bed tea/coffee, breakfast, lunch, evening tea/coffee, and dinner, provided they are available at the specified times and payment is made directly to the service provider. No room service is available.
- iii. **Payment and Charges:** All guests are charged as per the tariff revised from time to time, except under specific instructions from the Vice-Chancellor or Registrar. Boarding/ catering charges must be settled directly with the service provider.
- iv. **No Concessions:** There shall be no tariff concessions for failures in air conditioning, electricity, water supply, or any other facility.

(5) Miscellaneous:

- i. **Day Accounting:** For accounting purposes, a day is defined as 24 hours or any part thereof from the time of check-in.
- ii. **Shared Accommodation:** In cases of limited availability, guests may be required to share rooms.
- iii. **Responsibility for Property:** The University is not liable for any loss or damage to a guest's property or person during their stay.
- iv. **Accommodation Rights:** Accommodation in the Guest House cannot be claimed as a matter of right.
- v. **University Authority** may check the room whenever any circumstance arises.


11-12-24
REGISTRAR

To,
All Concerned Stakeholders

GUEST HOUSE INDENT FORM

DATE: __ / __ / __

Name, Designation & Organisation of the Guest										
Mobile No of the Guest										
Address of the Guest	Flat No/H.No:				Street No/Road No:					
	Village				City/Town					
	Mandal				District					
	State				Pin:					
Purpose of Visit:										
Type of Accommodation (Tick the Appropriate)										
	SJB SJB Silver Jubilee Block		VSH Visiting Scholars House		PH Hostel Participant		LVGH Lake View Guest House		SCGH South campus Guest House	
No of Rooms Required										
No of Persons boarding										
Name, Designation & ID No of the Indenter										
Mobile Number of the Indenter										
Official/University Email id of the Indenter										
School/Department/Centre/ Administrative Unit										
Date & Time of Arrival										
Date & Time of Departure										
Payment Mode (Tick the Appropriate)	Advance Payment by Indenter at the time of booking					Advance by the Guest at the time of check-in				

- If the number of guests exceeds the specified limit, please provide a detailed list of guest names.
- All payments must be made online; cash payments will not be accepted. After completing the payment, please ensure you collect your receipt(s).
- Guests are required to provide a valid ID proof (AADHAR, PAN, Driving Licence, or Passport) at the time of submitting the booking request and during check-in.
- Bookings are confirmed for a 24-hour period and are not available on an hourly basis.

Undertaking:

I have read and understood the Rules and Regulations of the Guest House, and I agree to comply with them. I take full responsibility on behalf of the guest(s) and will settle any outstanding amounts. Boarding charges will be paid directly to the Service Provider. I hereby authorize the university to recover any outstanding bill amounts from my salary.

Signature and seal of the
Dean of School /Head of Department/DSW

Signature of the (Indenter/on-behalf of)

For office use only

Total Amount: _____
Advance Paid: _____
Due: _____

Registration No: _____
Bill No: _____
Room Nos: _____

Balance: _____
Date: _____
Block: _____