

JAWAHARLAL NEHRU UNIVERSITY

Public Relations Office

Guidelines for stay in Guest Houses

1. The Guest will pay rental charges of period of booking even if the room allotted to him/her remains vacant because of his/her arrival.
2. All payment shall be against the official receipt.
3. When the extension of the stay has not been allowed, the stay of the person beyond the approved period will be treated as unauthorized, and the specified clauses would apply.
4. The Vice-Chancellor may exempt any person from payment of lodging and/or boarding charges and may declare any person as a University Guest.
5. Persons using the University Guest House will pay for the damage caused by them to the building or furniture of fixtures or any other property of the University during their stay.
6. The Guest may check in at any time. However, for the purpose of accounting , a day means 24 hours from the time of occupant. Fraction of a day will be counted as full day.
7. A person suffering from an infections or a contagious disease shall not be allowed to stay in the Guest House.
8. Accommodation in the Guest House cannot be claimed as a matter of right.
9. No provision for additional beds in any of the Guest House (AGH,AIGH & GGH)s.
10. Guest House accommodation should be provided to official guest on first priority, resource persons/participants of Seminars/Conferences/Workshops/Symposia being organized by JNU will have second priority for accommodation, provided such requests are made at least three months in advance. Guest of the faculty/staff coming for personal work will have last priority and booking will not be entertained before one month of the date from which accommodation is required.
11. The University shall not be responsible for any loss or damage to person or the property of any occupant during his/her stay in the Guest House.
12. Reservation/Booking of accommodation in the Guest House shall not confer on the allottees any right of tenancy of the premises and the University shall have the right to get the rooms vacated at any time without giving any notice assigning any reason in case of unauthorized stay/over stay.
13. The Guest House will be under the administrative control of officer/ In-charge so appointed by the Vice-Chancellor. The guest is expected to maintain harmony and good behavior during his/her stay.
14. The Vice- Chancellor may grant exemption from the operation of any of the rules in exceptional cases on merit.

ARAVALI GUEST HOUSE:

There are two categories of guest based on the payment to be made:-

(1) Official

(2) Non-Official

- (1) **Official Guests** are those who come to attend Viva-Voce/FC/EC/Court Meeting of the Boards of Studies of different schools/Selection Committees etc: are complimentary (no rent to be charged). The request for sanction of official status should be routed through the Chairperson and the Dean of the particular School
- (2) **Non-Official Guests** are those who are not covered by the above and who will have to pay full charge for the duration of stay (in no case exceeding 10 days). Beyond 10 days, a gap of 3 days is essential or a double amount of the prevailing room rent would be charged. (Extension will be considered subject to availability of rooms). In case of cancellation, Guest House booking office should be informed at least 7 days in advance otherwise the advance money will be forfeited.
- (3) **Rent Free Accommodation** will be given to visiting teams from the UGC, or the HRD Ministry, who have come to evaluate the academic program of the University. The Officers from National Defence Academy and Indian Military Academy visiting JNU regarding getting degree signed will also be treated as Rent Free Guests.
- (4) Block booking of rooms for Seminars will have to be accompanied by a day's rent. The rooms cancellations should be made at least 7 days in advance.

ARAVALI INTERNATIONAL GUEST HOUSE:

The Guest House is meant to accommodate:

- (1) Long/Short Term International visitors/Collaborators/Researchers/Scholars etc.
- (2) Participants to International Seminar/ Workshops/Symposia/Conference/ Training Programmers organized by the University Schools/Courts/Departments.
- (3) **Duration of stay** :- Ordinarily a person will be allowed to stay for a period of one month. However, under special circumstances he/she may be permitted to stay for maximum period of three months depending on the purpose/nature of his/her stay and availability of rooms in the Guest House, with approval of Rector /Vice- Chancellor.
- (4) **No Official/ Rent free booking is allowed in Aravali International Guest House.**

GOMTI GUEST HOUSE:

- (1) A guest can stay in a room for 10 days only. Beyond 10 days, a gap of 3 days is essential otherwise double amount of the prevailing room rent would be charged. (Extension will be given in case of availability of room).

The tariff for Aravali International, Aravali and Gomti Guest House are :

	Aravali (in Rs. per day)		Gomti (in Rs. per day)		Aravali International (in Rs. Per day)
	Normal	Official	Normal	Official	
Non AC (Single)	400.00	200.00	-	-	-
Non AC (Double)	600.00	300.00	600.00	300.00	-
AC (Single)	500.00	250.00	-	-	-
AC (Double)	800.00	400.00	800.00	400.00	800.00
Suite	-	-	-	-	1000.00 + GST