



**Shri Mata Vaishno Devi University**

Kakryal, Katra, Sub Post office-182320, Jammu & Kashmir

**University Guest House**

Sr. No. \_\_\_\_\_ Bill No. & Date \_\_\_\_\_ Amount \_\_\_\_\_

**Form of request for Lodging and Boarding in SMVDU Guest-House  
(Check out time -24 hrs)**

**A. Details of the Guest:**

1.	Name of the University Staff / Student Requesting for Accommodation	
2.	Designation & Section (Enrollment no in case of a student)	
3.	Name & address of the Guest (with number of guests)	
4.	Purpose of stay: (mention reference no. of approval/ order/ notification in case official visit)	
5.	Expected period of stay (No of days with dates)	
6.	Number of rooms required	
7.	Tentative Arrival date & time of the Guest	
8.	Tentative Departure date & time of the Guest	
9.	Category (Kindly fill in box A to L) (For category refer page 2)	
10.	Mention Breakfast/Lunch/ Dinner Type (For category refer page 2) (For detail description attach another page)	

The boarding & lodging charges shall be paid by Undersigned / Guest (tick as applicable)

(Signature of University Staff / Student Requesting Accommodation)

**Endorsement & Recommendation**

On the request of Mr. / Ms./Dr.....permission is granted in favor of Mr./Ms./Dr. ....to stay in the SMVDU Guest House for .....days w.e.f. .... to ..... in connection with official/ other work during his visit to SMVDU subject to availability of accommodation under category..... **(Note: Accommodation availability is as per rules)**. The Expenditure is chargeable to the budget head.....Department/ Scheme/ Project/ Section/ consultancy.....

Signature of the Dean / Director /Section Head (For University Employees/ Vendors)	Signature of Dean of Students/ warden/HoD (For Guests of students' Parents & Guardians*) *Parents and guardians as per official records	Approving/Sanctioning Authority
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**For office use only**

\_\_\_ Room (s) / \_\_\_ Suite may be allotted in Guest House / VIP Guest House at the rate of Rs. \_\_\_ per room per night of stay from \_\_\_\_\_ till \_\_\_\_\_. The payment is cash/ complimentary/ to be debited out of the scheme/ project/ section/department/consultancy.....

**Faculty I/C Guest House**

Room / Suite No.	Allotment Date & Time	Departure Date & Time

**Guest House Manager**

**Table1. Category and the priority order of the Guest for SMVDU Guest House**  
(w.e.f. 01/10/2015 vide Notification SMVDU/GH./15/107-114)

S. No.	Category	Priority	Particulars of the Guest	Maximum limit of period of Stay
1.	A	1 <sup>st</sup>  2 <sup>nd</sup>  3 <sup>rd</sup>  or Other Invited Guests of the University like Administrative, Technical Guests, Placement Related Guests, Guests from Industry etc or Members/Senior Officers of SMVDSB/SMVDIME	Invited Academic Guests of the University invited for EC / AC Meetings, Board of Studies Meetings, Jury Duty, PhD Presentations & Viva, Interview Expert Panelist, Project & Dissertation Evaluation, Finance Committee Meetings	The invited guest can stay in the guest house till the university requires his/her services or as per approval.
2.	B#	4 <sup>th</sup>	Guests of the university who have come to deliver some Lectures / Workshop / Seminars / Conference etc. as a Resource Person	The invited guest can stay in the guest house till the university requires his/her services or as per approval.
3.	C#	5 <sup>th</sup>	Participants to Seminars/ Workshops/ Symposia/ Conferences/ Training Program organized by the University's Schools/ Centers/Departments	The invited guest can stay in the guest house for the duration of the event in which he/she is participating and additional day before commencement and after closure of event.
4.	D	6 <sup>th</sup>	Staff of the university who have to stay for official work, as recommended by Dean/ Director/ Section Head and approved by Registrar	Maximum three days in continuation.
5.	E	7 <sup>th</sup>	Newly joined faculty / staff members who have not been allotted residential accommodation. Outgoing Staff/ Faculty leaving the campus (Two nights only)	Two weeks after joining or three days after allotment of official accommodation whichever is earlier.
6.	F\$*	8 <sup>th</sup>	Candidates Invited for Interviews for Staff & Faculty positions	Maximum of a day before and a day after the date of his/her interview
7.	G\$*	9 <sup>th</sup>	Members/Officers of bodies like UGC, AICTE, MHRD, COA etc. and Faculty members/staff members of Institutions recognized by the University. In all such case request should come from the concerned body.	Maximum of two days or as per approval
8.	H	10 <sup>th</sup>	Guests of the staff / faculty	Maximum four days of continuous stay
9.	I*	11 <sup>th</sup>	Parents / Recognized Guardians of the students as per records visiting the university with regard to some university related issue and Parents and Guardians of the wards coming for admissions (on valid proof of admission or recommendation of In-Charge admissions)	Maximum three days of continuous stay
10.	J*	12 <sup>th</sup>	Ex-Employee of the University & Student Alumni (on the endorsement of existing staff/existing Faculty/ Dean/ Directors)	Maximum three days of continuous stay
11.	K*	13 <sup>th</sup>	Guests of students/ alumni of the university	Maximum three days of continuous stay
12.	L*	14 <sup>th</sup>	Vendors etc., who are involved with the university works	Normally two days or in rare cases, maximum of five days
13.	M*	15 <sup>th</sup>	Any other person not covered in the categories mentioned above and permitted by the VC / Registrar	Maximum two days
7.	G\$*	9 <sup>th</sup>	Members/Officers of bodies like UGC, AICTE, MHRD, COA etc. and Faculty members/staff members of Institutions recognized by the University. In all such case request should come from the concerned body.	Maximum of two days or as per approval
8.	H	10 <sup>th</sup>	Guests of the staff / faculty	Maximum four days of continuous stay

**B. Table for Boarding category for SMVDU Guest House Mess\***

Category	Particular	Rates *
<b>A. Standard</b>	Breakfast	Rs. 50/-
	Lunch	Rs. 60/-
	Dinner	Rs. 60/-
<b>B. Special</b>	Breakfast	Rs. 60/-
	Lunch	Rs. 120/- or Rs. 150
	Dinner	Rs. 120/- or Rs. 150/-
<b>C. VIP</b>	Breakfast	Rs. 90/-
	Lunch	Rs. 250/-
	Dinner	Rs. 250/-
<b>D. Custom</b>	Breakfast Lunch Dinner	Rates are based on actual cost as per the menu required plus Mess charges up-to 20%

\*Subject to revision. Please confirm the rates from the University In-charge Guest House and refer to detailed menu list.

Note: Availing accommodation in the University Guesthouse is not a matter of right and is subject to availability of accommodation and the compliance of the process as explained hereto. Request for accommodation needs to be made in the **Accommodation Request Form** available at the Guesthouse Reception and also downloadable from SMVDU Website. Verbal requests for providing accommodation will not be entertained. However, out-stationed Faculty/staff members may forward their request for availing accommodation through e-mail to I/C Guesthouse. Accommodation will be provided on "First come First serve basis" subject to availability and the Priority structure given in the Table Above.

It should be ensured by all the Faculty/Staff Members and the Students that the Accommodation Request Form, duly filled and signed by concerned as defined in Appendix-I, of SMVDU Guest House Rules, is submitted to the I/C Guesthouse before arrival of their guests. This will ensure that the guests do not face any in-convenience while checking-in. Accommodation will not be provided without submission of duly filled and signed/ approved form. It is advisable that this form should be submitted well in advance and confirmation should be obtained from I/C Guesthouse regarding availability of accommodation for the proposed stay.

**Please refer to the guest House rules and category and the priority order of the Guest for SMVDU Guest House in effect from 01/10/2015 (w.e.f. 01/10/2015 vide Notification SMVDU/GH./15/107-114)**

