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## Guest/Transit House Policy

### 1. Objectives

This policy lays down the guidelines for the Boarding & Lodging of TIET guests visiting the campus for various purposes so as to ensure a comfortable experience for its guests keeping cost optimization in mind. This policy will be effective from **1<sup>st</sup> Jan 2021**.

### 2. Definitions

- a) **Boarding** – Refers to “meals”.
- b) **Lodging** – Refer to “accommodation”.
- c) **Guests** – Any visitor to TIET for official/personal purpose as approved by the approving authority during their stay on the campus.
- d) **Stay** – Period from check-in to check-out.
- e) **Utilities** – Cost of electricity & water.

### 3. Coverage

- a) **Guest House Premises**
  - i. Guest House, TIET
  - ii. Guest Apartments, TIET
  - iii. Transit House, Derabassi
  - iv. Driver/Attendant room: 2 (free of cost)
  - v. Dining hall: Seating capacity - 15
- b) **Category of employees/others eligible to avail facility**
  - i. Members of Board of Governors, Senate, Executive Council, Selection Committees, Boards of Studies at Department/Schools/Centres, Sub Committees, Special Committees, Finance Committee.
  - ii. Examiners and Experts invited for viva-voce.
  - iii. Alumni members.
  - iv. Trainers, Faculty & participants of Seminars/Workshops/Symposia/Conferences/Training Programmes organized by the Institute.
  - v. Official guests of Accreditation and Rankings teams.  
Newly appointed employees.
  - vi. Official guests of UGC/AICTE/MHRD or of any other Regulator.
  - vii. Government Officials and any other person not covered in the categories mentioned above and permitted by the Registrar/Director.

### 4. Approving Authority

- a) **Registrar**
  - i. For Alumni, Faculty/Staff members and their guests, Student Parents, Professional Management Staff, BOG Members and District Administration Officers.
  - ii. For Guest House booking prior approval of Registrar (TIET) Transit House In-charge (Derabassi) is required. In case an employee books the Guest House, then it will be routed through the HOD.
- b) **Director:**
  - i. Any booking that is beyond 7 days will require the approval of the Director.
  - ii. Accommodation for newly appointed employees in the guest house/guest apartments in the absence of available accommodation.
  - iii. In case of unavailability of accommodation in a guest house for newly appointed employees, an approval shall be taken from the Director for affordable accommodation outside the campus.

**5. New Hires**

- a) New hires will be entitled to 7 days stay in the guest house, which can be extended to 14 days with the prior approval of the Director.
- b) From the date of occupation till the date of exiting the guest house, HRA will be deducted.
- c) During the first 7 days, meals will not be charged and during the extended period after 7 days, meals will be charged as per the guest house rates. (see below)
- d) Guest Apartments can be allotted to unmarried employees on a sharing basis subject to availability. If the employee is availing HRA then per day rent will be charged as approved by the Director from time to time. If the employee surrenders the HRA, then no rent will be charged. All utilities (electricity, water, etc.) will be borne by the resident(s) in equally shared proportions.

**6. Guest House – Booking Process**

- a) A form (**Annexure-LIII**) is to be filled by the requisitioner preferably 2 days in advance and submitted it to the Guest House In-charge/Caretaker after due approvals.
- b) Allotment of rooms shall be done on the “First Come, First Served Basis”. If in the interim any official guest arrives, then the priority for allotment will be as under.
  - i. Board Members
  - ii. Corporate Guests i.e. Placement Companies, Avantha Guest, etc.
  - iii. Foreign Dignitaries
  - iv. Faculty/Trainers
  - v. Parents & Others (subject to availability)

**7. Boarding & Lodging Rules**

- a) Ordinarily guests are allowed to stay for 7 days. However, under special circumstances, they may be permitted to extend the tenure of stay depending upon the purpose after the approval of the Director.
- b) **Timings**
  - i. **Check-In Timings** – 12:00 noon
  - ii. **Checkout Timings** – 12:00 noon
- c) **Lodging Charges**

SN	Particulars	Normal*	Concession**
1	Single Bed Room`	Rs. 800/-	Rs. 550/-
2	Double Bed Room	Rs. 950/-	Rs. 700/-

*In addition to above the charges, extra bed will be Rs. 100 per day.*

**Note:** *Stay more than 8 hours shall be treated as one day. Any stay less than 8 hours will be treated as half day and charges will be 50%. Any overnight stay be charged at 100%.*

**\*Normal Charges**

- i. Student Parents, Faculty/Staff private guests.
- ii. Participants of seminars/workshops/symposia/conferences/training programs organised by departments/centres/schools of TIET.

**\*\*Concessional Charges**

- i. Members of Board of Governors, Executive Council, Academic Council, Selection Committees, Boards of Studies at Department/Schools/Centres, Sub Committees, Special Committees, Finance Committee,

- ii. Examiners, Experts for viva-voce for M.Phil/Ph.D.
  - iii. Alumni members.
  - iv. Faculty member's/s members of all Institutions recognized by TIET, Patiala
  - v. Participants of Seminars/Workshops/Symposia/Conferences/ Training Programmes organized by the Schools/Centres/Departments of the TIET.
  - vi. Official Guests of UGC through concerned department.
  - vii. District Administration Officer / District Govt. Departments through Registrar.
  - viii. Person not covered in the categories mentioned above and permitted by the Registrar/Director.
- Further, it may be noted that the Director may at his discretion waive the charges.

**d) Boarding Charges**

S.N	Menu	Timings	Charges (Rs.)	
			Veg	Non Veg
1	Breakfast	07:30 – 09:00 am	Rs. 100	
2	Lunch	12:30 – 14:00 pm	Rs. 200	Rs. 250
3	Dinner	20:00 – 21:30 pm	Rs. 200	Rs. 250

**Note:**

- i. In addition to the above, snacks will be charged extra on the basis of actual cost + services charges. **(See Annexure LIV)**
  - ii. Service Tax if applicable will be charged extra.
- e) **Guest Apartments** – As per para 5 (d) above, and in addition to that...

Description	Charges (per month)
C-Type Guest Apartments (fully furnished)	Rs. 20,000 per Guest Apartment per month. Utilities on actuals Rs. 1000 per Guest Apartment per day. No charge on utilities

**f) Lawns/Grounds**

Description	Charges (per day)
Lawns / Grounds/ Parks	Rs. 2500.00

**8. Guest House – Cancellation Process**



Reservations may be cancelled 6 hrs. prior to occupancy either by phone/email by the requisitioner, failing which room rent shall be levied.

**9. Important Points (Do's & Don'ts)**

- a) Services charges are applicable for late hours' parties beyond applicable catering timings and for more than Guest house capacity of Guests by a single requisitioner.
- b) Advance notice of at least 3 hours for lunch/dinner is required. A notice of 24 hours is required if the number of persons for lunch/dinner is more than six.
- c) Guest(s) cannot accommodate any additional member(s) in guest room without informing caretaker.
- d) All meals except bed tea will be served in the dining hall, the kitchen will close at 10.00 pm, and admission to the Guest House after 11:00 pm can be refused if not intimated earlier.
- e) The Guest House management reserves the right to cancel a booking, refuse accommodation or change the room(s) allotted to a person or persons without assigning any reason(s) thereof. Accommodation in the Guest House cannot be claimed as a matter of right

- f) Allotment of accommodation in the Guest House shall not confer on the allottees any right of tenancy of the premises and the Institute shall have the right to get the rooms vacated at any time without giving any notice or assigning any reason in case of unauthorized stay/over stay.
- g) The use of alcoholic beverages in the Guest House premises is strictly prohibited.
- h) The occupants shall have to maintain peace and tranquility in the Guesthouse complex.
- i) Pets are not allowed in the Guest House and Guest Apartments.
- j) Drying of clothes on the verandah or balcony or any open areas is not permitted.
- k) Cleanliness has to be maintained in and around the Guesthouse.
- l) Guests will be charged for any damages caused by them to the building, furniture, and fixtures or any other property of the Institute during their stay.
- m) Official/Private events may be held in the Guest House with permission of the Director at a payment of the prescribed fee.
- n) Catering arrangements are available for limited persons for lunch and dinner for official parties as per the prescribed rates. The semi-official get-together of the Offices/Departments/Faculty members can also be hosted in the Guest House with sufficient prior booking. No outside catering will be allowed in any case for such parties.
- o) All adjustments memos should be duly verified & entered in their respective register(s) and must reach the caretaker for adjustment.
- p) Employees desirous of having meals in the Guest House will be permitted and will be required to pay the prescribed rates as mentioned in **Para 7 (c)**.
- q) Cash/cheque payments shall be against the official receipt. Cheque should be in the name of Registrar Thapar Institute of Engineering & Technology, Patiala.
- r) The Director may exempt any person from payment of lodging and/or boarding charges and may declare any person as an official guest. The Director may authorize grant exemption from any of the above rules in an exceptional case.
- s) The institute shall not be responsible for any loss or damage to person or the property of any occupant during their stay in the Guest House.
- t) Registrar is the Sole authority for allowing to stay in the Guest House/Staff Apartments for Normal / Concessional rates or any other refund in the interest of the Institute.
- u) The decision of the Director shall be final in regard to the interpretation of these rules.
- v) The rules may be amended with the approval of the Director.

*The management reserves the right to review and modify this document at any point of time based on its internal policies and external environment.*

Signature	:		
Name	:	Dr. Gurbinder Singh	Prof. Prakash Gopalan
Designation	:	Registrar	Director

**Guest/Transit House Booking Form**

Name of Guest : \_\_\_\_\_ Mobile Number : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Purpose of Visit : \_\_\_\_\_  
 Date From : \_\_\_\_\_ Date to : \_\_\_\_\_

(Note: Please read Terms & Conditions overleaf before filling the form)

Type of Accommodation (Please tick appropriate box)

Type	Boarding	Lodging	Both	Remarks
Single Bedroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Double Bedroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Guest Apartment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Note: Guest apartment will be allotted only to employees on joining subject to availability and approval.

Payment will be made by :  Guest /  Requisitioner

**Meal Requirement**

Date	Number of Meals						Remarks
	Breakfast		Lunch		Dinner		
	Veg	Non-Veg	Veg	Non-Veg	Veg	Non-Veg	

Signature of the Requisitioner : \_\_\_\_\_ Approved (Normal / Concessional) / Not Approved  
 Name : \_\_\_\_\_  
 Designation : \_\_\_\_\_ Signature of the Registrar : \_\_\_\_\_  
 Date : \_\_\_\_\_ Date : \_\_\_\_\_  
 Mobile Number : \_\_\_\_\_

**For Office Use Only**

Room No(s).- \_\_\_\_\_ is/are booked at Normal/Concessional rates

Regretted- Accommodation not available

Signature of Caretaker : \_\_\_\_\_  
 Date : \_\_\_\_\_

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## Terms & Conditions

1. Requests for Lodging/Boarding should reach in writing. Verbal requests may not be entertained.
2. Requisitioner should submit requisition form two days in advance to the caretaker after due approvals.
3. An advance notice of at least 24 hours is required for lunch or dinner.
4. Food will be served during fixed hours as follows

Break Fast	:	07:30 -09:00 hrs
Lunch	:	12:30 -14:00 hrs
Dinner	:	20:00-21:30 hrs
5. Consumption of alcohol within the guest house premises is prohibited.
6. In case of non-occupancy, the requisitioner is liable to pay the charge, unless booking is cancelled at least 48 hrs in advance.
7. 100% loss/ damage, if any, on account of negligence on the part of requisitioner/occupant would be borne by the said requisitioner/occupant.
8. Admission to the Guest House after 11:00 pm can be refused even if one had already checked-in earlier.
9. Check out time 12:00 Noon.
10. All requests should come through HOD/HOS/Head of Centers/Unit concerned
11. Stay for a period longer than 7 days shall require Director's permission.
12. Bills duly verified by HOD/payment must reach with I/C Guest House by cheque or card in the name Thapar Institute of Engineering & Technology, Patiala.
13. 100% advance payment is required at the time of booking in case of outsiders.

### Menu

SN	Item	Rates (Rs.)
1.	<b>Breakfast:</b> Cornflakes, Milk, Sugar, Jam, Tea, Sauce, Butter Toast, Tea, Omelette, Paratha with curd	Rs. 100
2.	<b>Lunch/Dinner:</b> Veg : Soup, Dal, Rice, Curd, Seasonal Veg., Paneer, Chapaties, Salad, Pickle & Sweet dish	Rs. 200
	<b>Lunch/Dinner:</b> Non-Veg : All above + one Non-Veg dish	Rs. 250
3.	<b>Extra items:</b>	
	Tea	Rs. 15
	Coffee	Rs. 25
	Biscuit	Rs. 20
	Soft Drinks	Rs. 25
	Lime Water	Rs. 25
	Milk (per glass)	Rs. 25
	Mineral water	Rs. 20
	Sandwich	Rs. 40
Cheese Sandwich	Rs. 50	
4.	Services charges for Private parties	Rs. 950
	Service charges for Official parties (50% will be distributed to the Staff of Staff House)	Rs. 500

**Note:**

- i. In addition, snacks will be charged extra on the basis of actual cost + services charges.
- ii. Service Tax if applicable will be charged extra.