

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)
(‘A’ Grade, NAAC Accredited)

NOTIFICATION

In continuation of this office Endst. No.G-01/14/4840 to 4939 dated 14.05.2014 and G-01/14/5743 to 5892 dated 30.06.2014. It is hereby notified that the revised rates of rent to be charged for official/non-official stay in the Kurukshetra University International Guest House, Faculty Guest House & Kurukshetra Vishwavidyalya Niwas, Shimla will be as under with immediate effect:

ACCOMMODATION AND CHARGES FOR FACULTY GUEST HOUSE & INTERNATIONAL GUEST HOUSE, KUK

Accommodation Type	X. For University Official Duty	Y. Non-official per day (for University Teachers/officer affiliated Colleges)	Z. Normal room rent for all other persons including Govt. officers who are not covered under X&Y.
VVIP Suite Nos. 101,102,136, 145	Not Applicable for allotment (These VIP suites do not come under chargeable category and would be allotted only with the permission of the Vice-Chancellor).		
Suite Nos. 135 & 146, 137 to 144 (Ground Floor)	Rs.300/-#	Rs.1000/-	Rs.2000/- +12% GST
201-216, all AC Rooms in FH & Room No. 103 104,106-109 in Old Guest House.	Rs.300/-#	Rs.800/-	Rs.1500/- + 12% GST
Suite No. 105,	Rs.300/-#	Rs.1200/-+ 12% GST	Rs.2000/- + 12% GST
FH (Non-AC Rooms)	Rs.200/-#	Rs.500/-	Rs.1200/- + 12% GST
Dining Hall	-----Not Permitted-----		

KURUKSHETRA VISHWAVIDHALYA NIWAS, SHIMLA

Accommodation Type	For University Teachers/Official/Non- Teaching staff/ Affiliated Colleges staff	Non-official per day (for university Teachers/officers Private)
Chancellor's Suite, Vice- Chancellor Suite	The Chancellor's Suite, Vice-Chancellor Suite should not come under chargeable category and should be allotted only with the permission of the Vice-Chancellor.	
VIP Suite	@ Rs. 1500/- per day it will be allotted only after the permission of the Vice-Chancellor.	
Ordinary Rooms i.e 11, 12, 13, 21, 24, 25, and 26	Rs.800/-	Rs.1600/- + 12% GST
Family Suite	Rs.1200/- + 12% GST	Rs.2400/- + 18% GST
Dormitory -1 (4 beds)	Rs. 1000/-	Rs.1800/- + 12% GST
Dormitory -2 (6 beds)	Rs. 1500/- + 12% GST	Rs.2700/- + 18% GST

Rules for allotment of Accommodation for University Faculty Guest House/University International Guest House/K.V Niwas Shimla

The Allotment in the Guest House will be in the following order of preference:

- i. Teaching/ Academic/Administrative staff visiting from outside on official work of the University.
- ii. New appointees who come to join duty in the University.
- iii. Members of staff of the other Universities / statutory educational institutions visiting the University for their personal/academic work are eligible for booking in the University Guest House.
- iv. Academician visiting from other Universities/Institutions/Affiliated Colleges in the University.
- v. Normal room rent for all other persons including Govt. officers who are not covered.

*** Guest House Accommodation is not a matter of right. Submission of application for accommodation does not guarantee allotment of accommodation.**

BOOKING

1. The persons who are invited by the University for academic purpose, examinations, sports meet, cultural programme, conferences/ seminars/ symposium/ workshops/ refresher course/ orientation, programmes, Board of Studies meetings, faculty meetings, Staff Council meetings, etc or any other universities official work.
2. The persons who are invited for academic, examination, sports, cultural activities etc, or any other official assignment, staff of the University/retired employees of the University will be entitled for reservation on rates applicable to them.
3. The reservation for Government/Semi-Government functionaries will be allowed with the permission of the Registrar/Vice-Chancellor. Scientists, eminent scholars other academicians specially invited by the University will be decided for exemption of room rent on case to case basis by the Vice-Chancellor.
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. In case of additional sharing of accommodation by participants of orientation/refresher course in Room No. 201-216, each occupant may be charged Rs. 300/- per day.
6. If a person is suffering from any infection or a contagious disease would not be allowed to stay in the University Guest House/ K.V. Niwas Shimla.
7. If the extension of the stay has not been allowed, the stay of the person beyond the approved period will be treated as unauthorized stay.
8. Accommodation in the University Guest House/ K.V. Niwas Shimla cannot be claimed as a matter of right.
9. All payment on account of room rent/meals of the invited guests may be deposited by the concerned host Institute/Department, out of the funds allocated to them for the function/seminar/conference/other meetings etc.
10. In case of exceptional circumstances, the parents of the students may be accommodated for stay in the University Guest Houses for maximum three days on the recommendation of the Chief Warden.
11. Request of reservation and preparation of meals be sent at-least two working days in advance (in case a larger number of rooms, at-least one week in advance, so that all other Departments/Offices may fix up their seminars/conferences/programmers accordingly). All payments be made in cash immediately at the time of check out to avoid any audit objection.
12. Students will not be allowed to be accommodated in the Guest House. However, Research Scholars, visiting Professors from any University may be provided accommodation for three days on specific recommendation by the Chairperson of the concerned Department. The visiting persons must have the identity of his/her parent University duly certified by the teacher or the Chairperson. All bookings should be duly sponsored by the Head of the

- Department/Dean of the Faculty/ Head of the Administrative Officer/ Professor of the Department.
13. Maximum period for stay in the Guest House is 7 days. However, in case of Visiting Professors, invited by the University the stay could be extended to a maximum period of three months, on the recommendation of the Vice-Chancellor.
 14. Booking of rooms for Conference /Workshop/Individual academic visitors should be made 15 days in advance and finally confirmed 07 days prior to the date of the Conference/Workshop.
 15. 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.
 16. Private/Political functions are not permitted in the Guest House at any cost.
 17. Extension of booking will not be automatic. However, it may be considered subject to availability of accommodation and on the request of the Department/ Institution.
 18. All bookings would be made strictly through online booking system available on www.kuk.ac.in. In case of holiday/ server problem, booking may be carried out through offline process. In case of offline booking, payment will be made on the counter of the reception of the University Guest House/ K.V. Niwas Shimla.

CANCELLATION OF BOOKING

- I. The University authorities can cancel the booking at any time without assigning any reason and in that case refund will be given to the applicant.
- II. No payment will be refunded after check-in

CATERING TIMINGS

Meals, other than Tea and Breakfast, will be served on advance order during the following hours:

1. Breakfast 8:00 a.m. to 9:00 a.m.
2. Lunch 1:00 p.m. to 2:00 p.m.
3. Dinner 8:00 p.m. to 9:00 p.m.
4. The prescribed charges for Tea, Breakfast, Lunch and Dinner would be as under:

I)	Tea -	Rs. 10/-		
II)	Breakfast-	Rs. 60/-		
III)	Lunch simple-	Rs. 120/-	Special	Rs. 150/-
IV)	Dinner simple-	Rs. 120/-	Special	Rs. 150/-

Note: GST 5% applicable as per Govt. rules

5. All meals will be served only in the Dining Hall.
6. Outside catering is not allowed.
7. Catering arrangements in the Guest House only for Tea/Lunch/Dinner can be made for a maximum of 100 persons on prescribed charges. However, the Vice-Chancellor may allow beyond the maximum limit of 100 persons to 150 persons for which prior approval of the Vice-Chancellor must be sought.

GENERAL RULES FOR ALL GUESTS

- I. All guests must sign the Guest Register kept on the Reception before check-in and check-out.
- II. An inventory of articles is available in the rooms. The responsibility for missing items or for breakage will rest with the guest.
- III. Guests will not be allowed to keep additional persons in their rooms, without the prior approval of the In-charge, Guest House.
- IV. Cooking in rooms is not permitted.
- V. Drinking of alcohol is strictly prohibited.

- VI. Guests must deposit keys of their rooms at the reception before leaving the Guest House.
- VII. The University shall not be responsible for any loss or damage to person or the property of any occupant during his/her stays in the Guest House.
- VIII. The Guests may be check-in at any time. However, for the purpose of accounting, a day means 24 hours from the time of occupancy. Fraction of a day will be counted as full day.

NOTE:-

- Notwithstanding any provision in the aforesaid rules, the concerned authority of the University Guest House reserve the right to refuse booking or cancel the accommodation in the Guest House, at any stage, without assigning any reason.
- The Vice- Chancellor may grant exemption from the operation of any of the rules in exceptional cases on merit.
- All reservations will be made in the name of actual users/guests, who will also be required to submit his/her Identity Proof with the Caretaker, K.V. Niwas, Shimla. When reservations are made, the requesting person/office be requested to specify the name of the guest(s) and they may be informed of applicable charges.
- Reservations will be made strictly online on website www.kuk.ac.in After approval, payment of the room charges will be deposited through the link sent to the applicant on his/her e-mail ID.

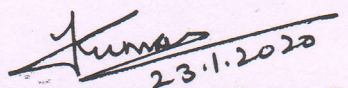
REGISTRAR

Endst.No. G-1/2020/ 1136-1285

Dated; 23.01.2020

A copy of the above is forwarded to the following through e-mail for information and necessary action:

1. Secretary, U.G.C., Bahadur Shah Zafar Marg, New Delhi.
2. Secretary to Governor, Raj Bhawan, Haryana, Chandigarh.
3. Director General, Higher Education, Haryana, Panchkula.
4. Deputy Commissioner, Kurukshetra.
5. District and Sessions Judge, Kurukshetra
6. All the Dean's of the Faculties/Directors of Institutes /Chairpersons of the Teaching Departments / Non Teaching Branch Officers, KUK
7. Director, Distance Education, KUK
8. Director, IT Cell, KUK for uploading the Notification on the University Website.
9. Chief Warden (Boys), KUK.
10. Chief Warden (Girls), KUK
11. Proctor, KUK.
12. Principal, Institute of Integrated & Honors Studies, KUK.
13. Principal Institute of Integrated Teacher & Research, KUK
14. Principal, University Senior Secondary Model School, KUK
15. Joint Director (Audit), KUK.
16. All the Wardens of Boys & Girls Hostels, KUK.
17. Employment Officer, University Employment Information & Guidance Bureau, KUK.
18. OSD to the Vice-Chancellor, KUK.
19. PA to the Vice-Chancellor (for kind information of the Vice-Chancellor), KUK.
20. Superintendent O/o the Registrar (for kind information of the Registrar), KUK


23.1.2020
Assistant Registrar (General)
for Registrar.