

Date : June 29, 2023

Circular**(In-campus Accommodation / Food Facility)**

The in-campus stay / accommodation facility and Food / Meal facility is available for the guests, parents of hostellers (Boys and Girls) and relatives of faculty / staff members residing in campus (either in hostel or in faculty quarters). In addition to this, this facility is available for Speakers / Resource Person / Participants of Expert Lecture / Workshop / Seminar / Conference etc. and for Employers.

To avail this facility, the general procedure / guidelines are :

1. The concerned person of the institute must submit the duly-completed and signed application to the Office of Registrar (HR) as per prescribed format at least 2 working days prior to arrival date. In any case, delayed applications will not be entertained.
2. The allotment of facility (Boys' Hostel / Girls' Hostel / Guest House) will be done by the competent authority (Registrar / Dean / Director). The copy of duly approved application will be sent to concerned location (Boys' Hostel / Girls' Hostel / Guest House).
3. The allocation of facilities (accommodation and/or meal) will be done merit / case-to-case basis subject to suitability and availability.
4. At the time of arrival / check-in, the entry of Guest(s) is to be maintained in prescribed format by respective Hostel Care-taker or I/c of Guest House (as concerned).
5. Entire compiled records (duly completed and signed, in original) are to be submitted to the Registrar Office by respective in-charge (Care-taker – in case of Hostels; and/or I/c-Guest House).
6. Financial settlement / payments will be taken-care by accounts on the basis of recommendation / approval of competent authority.

NOTE : Guest-house facility is limited and will be allocated to Guests only (Senior Officer Bearers / Professor / Director of esteemed and reputed organization / institutions).


(Dr. Brijesh Singh)

Director

Copy for information and necessary compliance to :

1. Hon'ble Chairman / Vice-chairman
2. Dean-Academics, Dean-Students' Welfare, Dean-First Year
3. All the HODs, IQAC, Chief Proctor, Chief Warden
4. Registrar, ERP, Account