

Date : October 19, 2023

**NOTICE****(Usages of Guest House)**

This circular is in continuation of earlier issued circular dated June 29, 2023. In this respect, all the concerned are hereby required to pay the sincere attention towards following points with immediate effect :

1. The guest-house facility is not for the faculty / staff members for regular / continuous stay.
2. No one (except guests and accompany personnel as requested) is permitted to get breakfast / lunch from the Guest House. Such person must avail this facility (breakfast / lunch) in the hostel mess / canteen.
3. The applicable charges (per guest / room) for availing the guest house facility are Rs 400/- per day (accommodation and food) without any relaxation in charges (e.g. whether consumed / taken any meal or not).

**Procedure to use Guest-house Facility**

*All the willing person should email the details (refer attached format) to the Registrar-HR ([sanjay.vashisth@miet.ac.in](mailto:sanjay.vashisth@miet.ac.in)) at least one day prior. This email (signed hard-copy)/ duly filled prescribed format will be provided to the Caretaker of Guest House and he will do all needful. No one must approach the guest house caretaker directly for stay / meal etc.*

  
(Dr. Brijesh Singh)

Director

***Copy for information and necessary action to :***

1. Hon'ble Chairman and Vice Chairman
2. Dean - Academics, Dean - Students Welfare
3. All the HODs, Chief Proctor / Proctorial Board, IQAC
4. Registrar, ERP, Accounts, Library, Transport, Admin.