



Guru Gobind Singh Indraprastha University
"A State University established by the Govt. of NCT of Delhi"
Dwarka, Sector-16/C, Delhi-110078
Website: <http://ipu.ac.in> [Estate Branch]



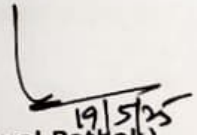
GGSIU/UH&GH-Rule/ Estate/ 2025-26/925

Date: 19-05-2025

C I R C U L A R

The Competent Authority is pleased to approve the "University Hub & Guest House Rules-2025".

Henceforth maintenance of "University Hub & Guest House" including Booking of Room and charges thereof will be governed under these rules.


(Dr. Kamal Pathak)
Registrar

Copy to:-

1. AR to VC's Secretariat, GGSIP University, for kind information of Hon'ble Vice Chancellor.
2. AR to Registrar, GGSIP University, for kind information of the Registrar.
3. In-Charge, UITS for uploading on the University Website.
4. Superintending Engineer, UWD, GGSIP University, for information.
5. Sh. Rajkumar Arora, (In-charge) University Hub & Guest House.
6. Guard file.


(Dipin Arora)
Dy. Registrar (Estate)

University Guest House Rules – 2025

1. **TITLE** – These Rules shall be called the "GGSIP University, Delhi Guest House Rules- 2025".
2. **Commencement** – These Rules shall come into force with immediate effect.
3. **DEFINITIONS** – In these Rules unless the context otherwise requires:-
 - (a) "Guest House" means the University Hub & Guest House of GGSIP University at New Delhi.
 - (b) "Vice Chancellor" means Hon'ble Vice Chancellor of GGSIP University.
 - (c) "Registrar" Registrar of GGSIP University.
 - (d) "In-charge" means such official as may be designated by the Competent Authority from time to time for proper upkeep and maintenance of the Guest House.

4. **DIGNITARIES ENTITLED TO USE AND OCCUPATION**

The Guest House will be used for training / research and academic purposes only. The Guest House shall be available for use only.

A. Official Guests


The Guest invited by the University / USS / Centre for which may included the following:-

- Visitors/Guests of the University invited by Hon'ble Vice Chancellor.
- Members of Board of Management, University Council, Academic Council, Visiting team from UGC, NAAC, HRD Ministry in relation to University's academic progress.
- Chairperson of Selection Committees invited by the University.

B. Non-Officials Guests

The non-official guests falling in the following categories may be considered for booking of accommodation in the Guest House subject to the availability:

- Persons sponsored by USS to visit University in connection with their academic activities.
- Any other guests as approved by the Competent Authority.


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5.**Period of Stay**

- (a) The Non-official Guests are permitted to stay in the Guest House for a maximum period of 03 days. The period of stay can be extended for further 02 days with the permission of the Vice Chancellor, GGSIP University subject to the availability of accommodation. Non-official guest will not be allowed to stay in the Guest House beyond the period of 05 days.
- (b) The official guests of GGSIP University shall be eligible to stay in the Guest House for attending the meeting of the University bodies/ Committee(s)/ Seminar(s)/ Conferences/ Workshops and other programmes as per approval of Competent Authority.

6.

The Authority

The Vice Chancellor, GGSIP University Delhi will be the Competent Authority for granting permission for stay in Guest House for Official Guests. For Non Official Guests the Competent Authority to allow the Stay will be the Registrar, GGSIP University.

7.

Guest House Room rent in main building

The following shall be the charges for stay in the Guest House for Non Official Guests:

S.No.	Particulars	Rent	Check in	Check out
1.	Deluxe Room	2000/- per day	12:00 Noon	10:00 A.M
2.	Suites	4000/- per day	12:00 Noon	10:00 A.M

Note:-

1. The guest may check in at any time in the afternoon. Checkout time will be up to 10.00 a.m., after which it will be counted another full day.

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Signature

8. **Procedure for reservation of Guest House accommodation**

A request for reservation in Guest House should be made at least one week in advance to the Registrar, GGSIPU alongwith the proof of payment. The admissible amount in full shall be deposited by the Guest in the University Account as per the details given below. Necessary recommendations from the concerned authorities/Branch, if required, must be enclosed with the request. Cancellation of booking will be allowed at least three days in advance. After that only 50% of the advance paid will be refunded.

Bank RTGS/ECS Details

Accounts Holder Name	Registrar, Guru Gobind Singh Indraprastha University.
Account No.	927860555
IFSC Code	IDIB000G082
Bank Name	Indian Bank
Micr. Code	110019071
Account Type	SB (Saving)
CBS Code/Branch Code	02029
Branch Name & Address	GGSIPU, Sector-16C, Dwarka, New Delhi-110078
Banker's Phone No.	011-28035244

9. **Guest House Register**

(a) The Guest House Register (Guest Book) containing the following columns shall be maintained in the Guest House:

- (i) S. No.
- (ii) Name & Designation of the Guest
- (iii) Date and time of arrival
- (iv) Date and time of departure
- (v) Amount paid in the University Account
- (vi) Signature of the guest
- (vii) Receipt No. & date, for amount deposited with cashier
- (viii) Remarks.

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- (b) The guest on arrival will append their signature in the Guest House Register.
 - (c) The register will be kept in the custody of the In-charge Guest House.
 - (d) All the guest will be required to submit a copy of their photo ID Card & will be required to record their personal details in the Register alongwith photo ID for Security reasons.

10. Miscellaneous

- (a) Accommodation shall not be claimed as matter of right.
- (b) The GGSIP University Delhi shall have the right to get the rooms vacated at any time without giving any notice/ assigning any reasons in case of unauthorized stay / over stay / special circumstances.
- (c) Any unauthorized person will not be allowed to stay in the Guest House. If any unauthorized person is found staying in the Guest House, will file criminal complaint against such person & request the Local Police to remove the unauthorized person from the University premises.
- (d) All Bookings will be done after the receipt of the charges in advance. Incase where the extension of stay is approved by Competent Authority in such cases also the request for extension shall be accompanied by advance payment of room rent for the period of stay.
- (e) An inventory of furniture and other articles kept in the room will be displayed prominently in the room. Guests may check these inventory articles at the time of occupying / vacating the room.
- (f) The person(s) occupying room(s) will be liable to make good the damages caused to any articles shown in the inventory by them or any other articles entrusted to them for their use.
- (g) The guests may be requested to keep valuable in their safe custody as the guest house will not accept any responsibility for any losses, damages etc. which may happen during their stay.
- (h) Guest will not be allowed to smoke, consume liquor or use other prohibited substances in the rooms.

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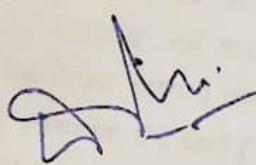
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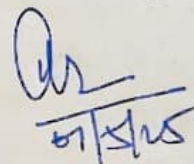
- (i) The University Guest House does not have provision for Restaurants/Kitchen etc. Guests are requested to make their own arrangements.
- (j) The University Hub & Guest house shall not be used for Wedding/Parties/Social Gatherings of the Employees/Staff.
- (k) The guests are expected to take reasonable care of the property of the University Guest House during their stay. The University reserves the right to recover amount as deemed appropriate in case of damage to the University property due to carelessness.
11. In case of any matter not covered by the above Regulations, the Vice Chancellor, GGSIP University shall be the Competent Authority to decide the matter. The Vice Chancellor, GGSIP University shall also be competent to relax any of the above Regulations in deserving cases.
12. **Guest House Day to Day Maintenance & Record Keeping**

The operations in the Guest House including record keeping & shall be carried by the Estate Branch whereas Civil & Electrical maintenance work shall be carried by UWD in coordination with the In-charge, Guest House or any other official as deputed by Competent Authority.

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