मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल - 462003
(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL- 462003
(An Institute of National importance under Ministry of Education, Govt. of India)

R.17/GH/2024/07/ 80

08th July 2024

NOTICE

GUEST HOUSE ROOM CHARGES

Room Category	MANIT Guest House Room Booking Category (per day)		
	Private (charges inclusive of GST.)		Institute/Official Guest/Others
Semi Deluxe (Old)	Single Occupancy	Rs.1000/-	-
	Double Occupancy	Rs.1200/-	
Deluxe (New)	Single Occupancy	Rs.1200/-	
	Double Occupancy	Rs.1500/-	
Suits	Occupancy	Rs.3000/-	
Meeting Hall*	-	-	
Conference Hall*	-	-	
Authority	-	PIC (Guest House)- Institute private guest/employee's guest	Director/Registrar

*Note:

1. **Institute/Official Guest**: BoG/FC/Senate/BoS/Scrutiny/Inquiry Committee/Guest for conducting Exams/delivering expert lectures/ or as decided by Institute.
2. **Conference Hall & Meeting Hall**: The facilities of the Conference Hall & Meeting Hall will be extended only for the Institute activities or of different clubs as approved by the institute authority (Director/Registrar).

GUEST HOUSE DINING RATES

S.No	Items	Rates (Rs.)
1	Tea	10/-
2	Coffee	12/-
3	Milk	30/-
4	**Break- Fast :-**	60/-
	a) Poha , Bread Butter Tea	
	b) Aloo Paratha Curd, Pickle, Tea	
	c) Poori Bhaji, Tea	
	d) Paratha Sabji, Tea	
	e) Dalia, Bread Butter, Tea	
5	**Lunch / Dinner :-**	150/-
	Dry Seasonal Veg, Sp. Veg with gravy , Dal, Rice , Curd , Chapati , Salad, Papad, Pickle & Sweet	
6	**Special Lunch/ Dinner :-**	250/-

Note: Consumption of Liquor/ Non-Vegetarian food is strictly prohibited in the Guest House

REGISTRAR
08/7/2024

Copy to:

1. PIC (Guest House)/ Supervisor (GH)
2. All Deans/HoD/Centres/DR/AR/PIC/PIC (website)
3. PA to Director- For information please

TERMS & CONDITIONS

1. Room Booking shall be done only on submission of dully filled **Prescribed Format** through booking authorities and booking should be done 10 days before. **The booking form should be submitted at the Institute Guest House or mail** to manitguesthouse@gmail.com . A confirmation of booking shall be reverted to the mail.
2. Only vegetarian food will be served in the Guest House.
3. Consumption of alcohol, Non-Vegetarian food or any kind of intoxicant is prohibited in the Guest House.
4. Rooms shall not be used without the permission of the Director/Registrar/PIC (Guest House).
5. Request for bookings in the Guest House related to official purpose /project /consultancy/ seminar/conference etc. should be sent through concerned Department/Centre/Professor-In-Charge to Registrar/Director in the Prescribed Format.
6. If the booking is not cancelled before 24 hours, then a minimum of one day charge will be levied. Similarly, if a guest does not come to stay in the room on the booked date, in such a situation, booking will be cancelled one day after the booking date.
7. 24 hours from the time when the guest arrives and Check-in, will be considered as one day.
8. Guests may be asked to produce identity proof issued by the Government of India during Check-in and the guests are expected to co-operate for the same.
9. Approval of Government of India is required for stay of guests/vistors holding foreign passports.
10. Guests are requested to follow the rules of the Guest House and maintain peace in the Guest House premises.
11. MANIT employees & Other Category booking should not be for more than 3 days, which can be extended up to 5 days depending upon availability on the last day of booking with approval of Director/Registrar.
12. Not more than two persons will be allowed to stay in one room.
13. The management of the Guest House may at its discretion can cancel any booking & may offer alternate available accommodation (if any) due to institute requirement with approval of Director/Registrar.
14. Cancellation of all confirmed individual bookings shall be done 24 hrs before the arrival date in writing, failing which 100% of the room rent for the room booked will be charged to the applicant/referring employee under all the category.
15. Food charges shall be levied separately on order basis. Rates available at Guest House Dinning.
16. If the guests during their stay damage the contents (Linen, Mattress, Sofa, Table Top Glass etc.) then Guest House Management after examining the nature of the damage may impose penalty to the guest to replace the contents. If guest is not paying the penalty, the employee/person making the booking needs to settle the bill.
17. All payments related to Guest House are ONLY through **Online Mode**. Cash /DD will not be accepted.
18. Remitting the payment before leaving the room by the Guest or referring institute employee.
19. Students who require Guest House to accommodate their parents, should forward the booking PTR demand through their respective Warden and Dean (SW).
20. Entry of undesirable persons is prohibited.
21. Pet animals like dog, cat etc. are not allowed in the Guest House.
22. In other all the cases, the decision of authority shall be final.

REGISTRAR
08/7/2024

Hindi version follows