

**Subject: Guidelines for Transit Accommodation of SLIET**

1. These rules will be applicable to every visitor and every visitor has to follow the requirements specified in these rules;
2. The official working hours of Transit Accommodation is from 8:30AM to 5:00PM;
3. On arrival to the Transit accommodation, every guest must have/ produce prior approval of the competent authority as per following:

Warden (BH/GH)	:	For one day stay (for students)
Chief Warden (BH/GH)	:	For three day stay (for students)
Concerned HOD	:	For three day stay (For SLIET employee)
Dean (SW)	:	05 days
Director, SLIET	:	For more than five days

In the absence of approval of competent authority, no room will be allotted to any guest in the Transit Accommodation;
4. The allotment of accommodation/room will be made on 'First Come First Served' basis;
5. All guests must sign the Guest Register kept on the Front Desk Counter before check-in and check-out;
6. The Check-in time to the Transit Accommodation is from 12:00 noon onwards. In case, the guest plan to arrive after 5:00PM, prior information (in writing) about the late arrival of the guest is necessary;
7. Room Charges are levied on 24 hours basis. Twenty four hours in the Transit Accommodation is considered to be from 12:00 noon of the day of arrival to 12:00 noon of the next day. Time spent until 12:00 noon on the day of arrival or the following day after 12:00noon is considered to be additional twenty four hours in the Transit Accommodation;
8. After 6:00PM, there shall be no allotment of room in the Transit Accommodation without the approval of competent authority. The guest / concerned official/ student/ Indentor may ensure the allotment of room during working hours only;
9. Booking of room in Transit Accommodation over telephone is not allowed;
10. On allotment of room in the Transit Accommodation, necessary tariffs (already approved) will be charged from the guests;
11. Students requiring accommodation for their parents are required to get their requisition forwarded/ approved by Chief Warden/ Dean of Students Welfare/ Director, SLIET as per point No.3 above;
12. The rooms in the Transit Accommodation will be booked for the parents/ guardians of the students as per the record available in the respective Hostel/ Department authorities. Concerned Care Taker of the respective Hostel must ensure the relationship of the visitor with the Student as per record and forward the same to Chief Warden for consideration and approval for allotment of accommodation in the Transit Accommodation;
13. The Students of the Institute are not allowed to enter the rooms directly for visiting the guests. However, a Student can do so with prior permission/ through proper channel;
14. The Parents/ Guardians of Students must have Xerox copy of their Aadhar card/ other identity proof for booking of room in Transit Accommodation. It has to be made mandatory for identification of relationship with the concerned student;
15. All the price/rent for the allotted room is to be paid as per tariff already approved by the competent authority in advance. The guests shall inform the reception about their departure and settle their account well in advance;
16. One has to check out of the Transit Accommodation until 12:00. The guests may contact concerned official directly regarding possibilities of later departure or leaving luggage etc;
17. Guest must deposit keys of their rooms at the reception before leaving the Transit Accommodation;
18. While staying in a room, the guests will check all the things in it. They can immediately inform the concerned official of the Transit Accommodation about non-functioning or damaged things. Guests are materially responsible for all the real estate and realty in the Transit Accommodation or its territory damaged or destroyed because of their fault or incautiousness. One pays for damaged things or other tangibles at once;
19. Transit Accommodation is not responsible for personal items left in the allotted rooms;
20. Visitors of the Guest are not allowed to enter in the room after 10:00PM. Only one visitor will be allowed at a time and that too in day time;
21. Only the number of people indicated in the guest card during Check-in can live in a room. Only Guest and accompanying person, whose name(s) is registered in the room allotment register of Transit Accommodation, will be allowed to stay in the allotted room. No other person will be allowed to stay in the allotted room;
22. Possessing of gun/ arms/ ammunition in the premises of Transit Accommodation is totally banned and strict action shall be taken if any visitor found possessing and transporting such a gun/ arms/ ammunition in the premises;

23. It is necessary to use electrical gadgets in a right way, not to allow children to use them. Do not leave 'Switched ON' electrical gadgets unattended. It is prohibited to use electrical gadgets (including IRON) brought from outside;
24. It is prohibited to cook food in the rooms;
25. One must not smoke in the rooms/ premises of the Transit Accommodation. Smoking is not allowed in the campus;
26. It is prohibited to bring pets to the Transit Accommodation;
27. Drinking of alcohol & Tobacco etc. is strictly prohibited in the Transit Accommodation;
28. It is prohibited to listen to loud music, make noise or cause inconveniences in any other way to other visitors of the Transit Accommodation;
29. Parents or other attending (fostering) people are responsible for the behaviour and safety of their wards. If loss appeared in the Transit Accommodation due to the actions of minors, parents or foster-parents are to pay for it;
30. In case of emergency, a single occupant of the room may be asked to share the accommodation with another guest. The management of Transit Accommodation may at its discretion, cancel a booking or offer alternate accommodation depending upon the availability and other unforeseen circumstances;
31. All the facilities in Transit Accommodation are necessarily for official purposes only. The indenters are advised to not to book rooms for personal purposes of the visitors/unknown visitors in view of the resource crunch as well as security hazards;
32. By filling up the requisition form for allotment of Transit Accommodation facilities, the indenter/forwarding official /visitor shall be treated to have accepted to abide by all the rules and take personal responsibility for the genuineness of the visitor, behavioral issues with the visitors and any damages caused by the visitor during the stay;
33. Incharge, Transit Accommodation has a right to demand the guests, who do not follow and violently infringe rules of the Transit Accommodation, to leave the Transit Accommodation before the term set and demand to pay for the loss incurred;
34. The authorities has a right to ask visitors/ guests, who infringe the rules, to leave the premises of the Transit Accommodation before the time set and cancel providing of services.

The above rules are applicable for the comfortable stay of the guests in the Transit Accommodation and to save the manpower of the Institute.

**Incharge, Guest House**