



South Asian University

Guest House Rules and Regulations: BOOKING

- Booking request of rooms for conference /workshop/individual academic visitors/other purposes, should be made minimum 15 days in advance through email / SAU website. Guest house reservation desk will send confirmation/status of the booking within two days of receiving of the booking request. However, it is advised to check the availability of room before booking by contacting the reception desk of the Guest House. Contact details are as below;
Website : www.sau.int/guesthousebooking
Email to : guesthouse@sau.int
Copy to : yogeshkumar@sau.int; baljitsingh@sau.int; manori@sau.int
Phone no : **Reception- 011-35656584 Ext. No. 6584**
- Guest House Requisition Form is attached. It is compulsory to fill all the information in the form.
- Extension of booking will not be automatic. However, it may be considered subject to availability of accommodation and on the request of the initiating Department/Institution/Staff/Person.
- Students will not be accommodated in the Guest House.
- All official bookings should be duly endorsed by the Head of the Department/Dean of the Faculty/Head of the Administrative Unit/Professor of the Department.
- Maximum period for stay in the Guest House is 03 (Three) Days except for newly appointed staff of SAU.
- Accommodation in the Guest House will be allotted in the following order of preference:
 - Teaching/academic/administrative staff visiting from outside Delhi for official work of the South Asian University (SAU).
 - New appointees who come to join duty in the SAU
 - Members of staff of the other Universities/statutory educational institutions visiting SAU on university's work/personal academic work.
 - Academician visiting from other National and International Universities /Institutions.
 - Family members of the employees of the University.
 - Parents/ Siblings of SAU students.

CHECK - IN AND CHECK - OUT TIME

- 24 hours from the time of check-in

CATERING TIMING

- Meals, other than Bed Tea and Breakfast, will be served on advance order during the following hours:
 - Bed Tea 6:30 a.m. to 7 a.m.
 - Breakfast 7:30 a.m. to 9:30 a.m.
 - Lunch 1:00p.m. to 2.00: p.m.
 - Dinner 7:30 p.m. to 9:30 p.m.
 - All meals, except Bed Tea and Tea will be served only in the Dining Hall.

(Room rent does not include any meals except bed tea)

- Note: No food or eatables are allowed inside the guest rooms and the guests are requested to use only the dining area of the guest house in the ground floor to have their food.

ROOM RATES

- The room rents will be as follows.

Sr. No.	Category	Room Rent (per room per day)	
		Single Occupancy	Double Occupancy
	Standard Room(AC)		
1	University Guests/ Invitees	₹1500	₹2000
2	Staffs' guests / family members	₹1000	₹1500
3	Parents / Guardians of the Students	₹1000	₹1500
4	Students from another institutes	₹1000	₹1500
5	Permitted Private Guests	₹1500	₹2000
6	Drivers (on sharing basis)	₹500	
	VIP Suite		
7	University Guests/ Invitees	₹3000	₹4000
8	Staff's guest / family members	₹2000	₹3000
	Other Areas (For SAU Faculty and Staff members only)		
	a) Banquet Hall (GF) @ Rs. 1000/- per day for eight hour		
	b) Party Hall (FF) @ Rs. 500/- per day for eight hour		
	c) Rooms for Meeting@ Rs. 500/- per day for Half Day		

11. SAU officials availing the facility due to official work will be allowed with no charges on the recommendation of Head of the Department.
12. Newly recruited staff can stay in the Guest House,
 - a) For first ten days @ of Rs. 500/ per day
 - b) Thereafter @ 1000/- per day or HRA whichever is lower for a maximum period of two weeks after first ten days, if allotment of house is pending.
13. Get-together of University faculty members/staff can be hosted with one-month prior notice and signed from the concerned head of the Department. For such functions/parties (where the payment is made out of the official funds of the University/college/Department) and semi-official/ private functions (where teachers/University administrative staff, contributes collectively or personally), the charges need to be paid 7 days in advance.

GENERAL RULES:

14. Guests are advised to follow the rules mentioned below.
 - a) All guests must sign the Guest Register kept on the front desk counter before check-in and check-out. All the guests have to compulsorily provide a copy of their valid ID proof for record of the guest house.
 - b) An inventory of articles is available in the rooms. The responsibility for missing items or for breakage will rest with the guest(s) and will be chargeable.
 - c) Only the guests are allowed to inside the rooms. Guests will not be allowed to keep any additional person in their rooms. Other than the guests no unauthorized persons who are accompanying the guests are allowed to enter the guest rooms.
 - d) Guests will be provided with 2 towels (bath towel and face towel), toiletries and bed linen, 2 No's. of 1 litre water bottles (per day) and sachets of tea, coffee and milk during their stay.
 - e) Guests are not allowed to use any kind of liquor, tobacco, pan etc. and any types of drugs inside the guest house.
 - f) The University guest house is a no smoking zone. Hence, smoking is strictly prohibited.
 - g) If the guest is accompanying kids, the responsibility of looking after them lies with guest only.
 - h) Pets are not allowed in the guest house.
 - i) The laundry facilities will be provided to guests under chargeable basis if required.
 - j) Cooking inside the rooms is not permitted.
 - k) Guests must deposit keys of their rooms at the reception before leaving the Guest House.
15. **All foreign national on arrival must fill a 'C' form and get their passport checked in the office.**

PAYMENTS:

16. Bills are to be cleared during office hours i.e. 10:00 a.m. to 4:00 p.m. on working days. In case, a guest need to leave on a Saturday/Sunday or holiday, the payments should be made a day earlier.
17. For cancelation of confirmed bookings, no cancellation charge is levied if booking is cancelled before 48 hours from date of stay. A cancellation charges of 20% of total booking cost, shall be levied for cancellation within 48 hours from date of stay.

Notwithstanding any provision in the aforesaid rules, the management of the South Asian University Guest House reserves the right to refuse booking or cancel the accommodation in the Guest House at any stage without assigning any reason.

Guest House Managing Committee
South Asian University
 Rajpur Road, Maidangarhi,
 New Delhi-110068
 Tel:91-11-35656584
 Email: guesthouse@sau.int