

THE FACULTY GUEST HOUSE OPERATIONAL MANUAL



**THE GANDHIGRAM RURAL INSTITUTE – DEEMED UNIVERSITY
GANDHIGRAM- 624 302, DINDIGUL DISTRICT, TAMIL NADU, INDIA**

**(Approved by the Board of Management (BOM) in its Meeting held on 18.07.2015 vide
Resolution No: 1687 / BOM, 2015. VII and implemented from 01-09-2015 onwards).**

CONTENT

Sl.No.	DETAILS	Page.No.
I	Eligibility for Availing Services / Facilities	1
II	Facilities Provided	1
III	Booking Procedure	2
IV	Check –in/check out	2
V	Cancellation of Booking	2
VI	General Rules	2
VII	The Tariff Details	4
VIII	Accommodation Reservation Register	5
IX	Accommodation Register	5
X	Faculty Guest House (FGH) requisition form	6
XI	Faculty Guest House Management Committee (FGHMC)	6
XII	Terms of Reference of the FGHMC	6
XIII	The FGHMC Powers	6
XIV	Faculty Guest House Staffing Pattern	7
XV	Duties and Responsibilities of FGH Staff	8
	Faculty Guest House Warden	8
	Faculty Guest House Manager	8
	Care-takers	9
XVI	Financial Accounting	10
	Annexure - I	11

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The Gandhigram Rural Institute - Deemed University has a Guest House namely **Faculty Guest House (FGH)**. It is situated near the Dr.G.Ramachandran Library in the GRI-DU Campus. It possesses Suites, Deluxe A/C, Ordinary A/C, and Non A/C rooms, Vivekananda Hall, Kitchen and Dining Hall meant for use to the Institute and official guests, participants of Seminars / Workshops/ Symposia / Conferences / Training programmes, etc., organized by the Institute / Faculty / Departments / Centers as well as funding agencies.

I. ELIGIBILITY FOR AVAILING SERVICES/FACILITIES

Accommodation/other facilities of the Faculty Guest House shall be made available to the following categories:

- i. The Gandhigram Rural Institute - DU
- ii. Special invitees for specific GRI events
- iii. Newly appointed faculty members (for a limited period)
- iv. Officials / guests who come for official duty to GRI.
- v. Parents of students coming from distant places on the recommendation of the Hostel Warden concerned.
- vi. Any other guests as approved by the Registrar.

II. FACILITIES PROVIDED

The Faculty Guest House provides the following facilities:

- ✓ Rooms for accommodation
- ✓ Vivekananda Hall for conducting of meetings, conferences etc.,
- ✓ Kitchen and dining hall

III. BOOKING PROCEDURE

1. Booking of room(s) / other facilities shall be made by filling the prescribed form and submitting it to the Faculty Guest House Warden (**FGHW**) in advance (preferably before 2 days). The allotment of rooms / other facilities thereof shall be generally made on the "first come, first serve" basis subject to the availability.
2. Accommodation in the FGH may be provided to a maximum of three days. In exceptional cases, the extension may be granted subject to availability of rooms by the **FGHW**. Application seeking Extension shall be made at least 24 hours in advance.
3. Foreigners shall submit copies of their Passports and Visas.

IV. CHECK-IN/CHECK OUT

Check out time is for 24 hours from the time of arrival. The Guest may check in at any time. However, for the purpose of accounting, a day means 24 hours from the time of occupation/arrival. After 24 hours, the fraction of day will be counted as half a day, if it is below 12 hours and it will be counted as one day, if it is beyond 12 hours.

V. CANCELLATION OF BOOKING

Cancellation, if any, shall be made at least 24 hours in advance. If no cancellation is made in time, the guest(s) / person(s) who did booking shall have to pay the prescribed rent.

VI. GENERAL RULES

1. Accommodation shall not be claimed as a matter of right.
2. The University reserves the right to cancel or refuse accommodation.
3. Provisional booking is liable to be cancelled without assigning any reason.
4. The FGH is not responsible for valuable items of the guest(s) kept in the rooms.

5. Newly appointed staff of the institute may be provided accommodation for a maximum period of seven days. The extension of the facility is subject to prior approval of the Registrar.
6. The Guest(s) shall not accommodate any additional member(s) in the room.
7. Guest leaving room may deposit the room key with the front office for cleaning and other maintenance works.
8. The use of alcoholic beverages, non-vegetarian food items, smoking etc., in the FGH premises is strictly prohibited.
9. The occupants shall have to maintain peace and tranquility in the FGH complex.
10. Drying of clothes on the verandah or balcony or any areas other than those specified for the purpose is not allowed.
11. Cleanliness has to be maintained in and around the FGH.
12. All dues shall be cleared before departure during office hours 9.00 a.m – 5.00 p.m and obtain official receipts for payments made.
13. Payment is accepted only by cash. Credit/debit cards are not accepted.
14. Visitor(s) coming to see the guest staying in the FGH shall have to make entries in the register available with the Reception - Front Office.
15. Visitors of guests staying in FGH are allowed between 10.00 a.m. and 8.00 p.m. only.
16. The guests are requested to switch off the lights, fans, and other electrical installations, close windows and lock their rooms when they go out.
17. Rooms should not be used for dining. Dining hall shall be used for dining purpose only.
18. Pets are not allowed.
19. Damaging of property or defacing any notice / poster / walls etc. of the FGH is illegal and liable for punishment.
20. Cooking in the room is not allowed.
21. Suggestions/complaints, if any, may be made in the Suggestion Register, kept in the Reception - Front Office.

VIII. ACCOMMODATION RESERVATION REGISTER

The office shall maintain an accommodation reservation register and shall keep it up-to-date in order to avoid overlapping of reservations. Accommodation Reservation Register contains the following columns.

1. Sl. No.
2. Name (s) & Address of the Guest
3. Recommending Staff & address
4. Purpose
5. Type of Room(s)
6. No. of Room(s) & Person(s)
7. No.of Day(s) required
8. Date and time of arrival
9. Date and time of departure
10. Signature
11. Advance Received
12. Receipt No. & Date
13. Remarks

IX. ACCOMMODATION REGISTER

The FGH Register (Guest Book) contains the following columns:

1. Sl. No.
2. Name (s) & Address of the Guest
3. Recommending Staff & address
4. Purpose
5. Date and time of arrival
6. No. of Occupants
7. Room No. / Nos.
8. Signature
9. Extension of Date & Time
10. Date and Time of departure
11. Advance Received

12. Date of Remittance
13. Receipt No. & Date
14. Actual Bill Amount
15. Refund if any
16. Signature of the Guest
17. Receipt No. & date
18. Remarks.

X. FACULTY GUEST HOUSE REQUISITION FORM: Given in Annexure –I

XI. FACULTY GUEST HOUSE MANAGEMENT COMMITTEE (FGHMC) (Ex-Officio)

- | | | |
|---------------------------------|---|-------------------|
| 1. Vice - Chancellor | - | Chairperson |
| 2. Registrar | - | Member |
| 3. Two Senior most Deans | - | Member |
| 5. Dean, Students' Welfare | - | Member |
| 6. Finance Officer | - | Member |
| 7. Public Relation Officer | - | Member |
| 8. Faculty Guest House Warden - | | Member & Convener |

XII. TERMS OF REFERENCE OF THE COMMITTEE

- Notwithstanding anything contrary to the MoA, Rules and Bye-laws of GRI and approval of authorities of GRI, FGHMC shall be adopted for the proper and efficient functioning of the FGH.
- FGHMC is a top level decision making body on all matters pertaining to the FGH.
- FGHMC shall have the power to amend the FGH operational manual as and when it is needed.

XIII. THE FGHMC SHALL HAVE THE FOLLOWING POWERS:

- Approval of proposals of capital nature for submission to the Registrar & the Vice Chancellor for financial approval.

- Approval of the appointment of FGH staff, salary and relax age and qualification of the FGH staff
- Supervise and guide the FGH administration.
- Approve the annual budget and audit reports of the FGH, establishment charges & accounts.
- Constitute various committees based on need and requirements for the management of FGH as and when necessity arises
- The meeting of the FGHMC shall be convened once in three months. When necessity arises on approval of Vice – Chancellor, the meeting will be convened at any time. The Vice – Chancellor will preside over the meeting. In the absence of the Vice – Chancellor, the Registrar is authorized to conduct the meeting. The minutes of the meeting will be prepared with the approval of the members of the committee and submitted to the Vice – Chancellor for approval / ratification. The Vice – Chancellor may nominate special invitee(s), if required, for any meeting of the FGHMC.

XIV. THE GUEST HOUSE SHALL HAVE THE FOLLOWING STAFFING PATTERN

Faculty Guest House Warden (FGHW)



XV. DUTIES AND RESPONSIBILITIES OF THE FGH STAFF

A. FACULTY GUEST HOUSE WARDEN (FGHW)

FGHW shall be in the rank of Assistant Professor / Associate professor / Deputy Director of Physical Education / Deputy Librarian appointed by the Registrar, GRI with the approval of the Vice - Chancellor on honorary basis as additional charge, for a period of three years with the remuneration of Rs.1000/- per month and Rs. 500/- as monthly phone charges.

- FGHW shall be accountable for the stock/inventory of goods used in the FGH.
- FGHW is vested with all such powers to execute the day-to-day administration and functioning of the FGH.
- Execution of the decisions of the FGHMC and the Authorities of GRI.
- Maintenance / verification of the accounts, stocks / inventory and other assets/ equipments of the FGH.
- Preparation and submission of registers, accounts, financial statements etc., to the FGHMC and the authorities of GRI as and when required.
- To assign individual/several responsibility to the FGH staff for the smooth working and day - to - day functioning of the FGH.
- To perform any other duties assigned by FGHMC and authorities of GRI.
- During the absence of FGHW in the campus, PRO of the institute shall be in-charge of the guest house on request.

B. FACULTY GUEST HOUSE MANAGER (FGHM)

FGHM shall be appointed by the FGHW on the approval of FGHMC for a period of one year on temporary basis by following the procedures / norms of GRI. The remuneration for FGHM will be Rs. 10,000/- (Rupees Ten thousands only) per month or as decided by the FGHMC. The minimum qualification of the FGHM is graduation with work experience in management/accounting/auditing in reputed organization. Preference will be given to the retired

employees of GRI who have served not below the cadre of Assistant /Section Officer/Assistant Registrar. Extension of service may be made for a further period of one year on the satisfactory performance.

- Faculty Guest House Manager is accountable for all the stock, inventory, equipments etc.,
- Maintain accounts of the receipt and expenditure related to the FGH.
- Maintain the stock book, registers, bills and accounts etc.
- Ensure the remittance of room rent in the specified account every day.
- Maintain the occupancy register in the prescribed format.
- Maintain and display the inventory of furniture and other articles in the rooms, Hall etc.,
- Prepare Financial reports, budgets, statements and annual reports as and when required
- Look after all matters concerning purchase, accounting, auditing etc.,
- Manage and ensure the support staff for smooth and efficient working of the FGH.
- Perform any other duties assigned by FGHW.

C. CARE-TAKERS

The FGHW shall appoint the Care-takers temporally on daily wage basis on the approval of the FGHMC as per the norms of the institute. The minimum qualification of care-taker is 10th pass with the age of below 25 years. The caretaker of the FGH shall be entitled to "off days" as other employees on essential duties.

The duties and responsibilities are:

- ❖ To make clean and neat of FGH premises daily.
- ❖ To clean the room and provide necessary beddings as and when the guest leaves the room.
- ❖ To display the inventories and other articles kept in the room visibly.
- ❖ To check the inventory articles at the time of occupancy and vacating room.

- ❖ To carry out all such work assigned by the FGHW and FGHM.

XVI. FINANCIAL ACCOUNTING

The rent collected will be worked out as 10 per cent towards rent, water and electricity charges and the remaining 90 per cent towards maintenance of FGH. The rent collected will be deposited in a separate SB A/C opened in the name of FGH. The daily collection shall be remitted in to the bank every day. At the end of each calendar month, the rent collection (10%) will be remitted into the Registrar's a/c no. 10000. The remaining 90 per cent of the money will be utilized for the payment of remuneration / salary / wage to FGH staff and meet other petty expenses like replacement of electrical accessories, carpentry / Gardening / sanitary / cooking etc., A sum of Rs.10000/- will be paid as imprest advance to meet the petty expenses. The FGHW has the financial power to incur expenditure below Rs.10000/-. If the expenditure exceeds the above limit, the proposal has to be submitted to the Finance Officer, Registrar and Vice - Chancellor for approval and sanction. Any expenditure on capital nature approved by the FGHMC shall be submitted to Finance Officer, Registrar and Vice - Chancellor for approval and sanction from plan and non-plan a/c.

As directed by the Board of Management, any amount over and above Rs. 1,00,000/- (Rupees One Lakh) in the A/C of FGH will be transferred to Institute Fund A/C. (No. 2639).



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FACULTY GUEST HOUSE

REQUISITION FORM

Name of the Guest :

Full Address of the Guest with Phone No. :

Purpose of Stay :

Type of Room(s) / other Facility required (Please Tick) : Suite / Deluxe A/C / A/C / Non A/C
Vivekananda Hall / Dining Hall /
Kitchen & Dining Hall

No. of Rooms required : **No. of Persons** _____

No. of Days required :

Probable Date and time of Accommodation is Required : **Date** _____ **Time** _____

Probable Date & Time of leaving : **Date** _____ **Time** _____

RECOMMENDATIONS

Certified that the visit of the guest(s) is **official/personal** and recommended for his/her/their accommodation in FGH and I take responsibility for the payment of bills of the FGH.

Signature of the Applicant:
With date

Place:

Date:

Name:
Address with official seal:

REQUEST FOR EXTENSION

Type of Rooms (Please Tick) : Suite / Deluxe A/C / A/C / Non A/C

No. of Persons and required Room(s) :

No. of Days required :

**No. of Rooms required
in the case of Extension** :

From _____ Time _____

To _____ Time _____

RECOMMENDATIONS

Certified that the visit of the guest(s) is **official/personal** and recommended for his/her/their accommodation in FGH and I take responsibility for the payment of FGH prescribed charges.

**Signature of the Applicant:
With date**

**Name:
Address:**

OFFICE USE

OCCUPATION CERTIFICATE		RENT COLLECTION AND REMITTANCE PARTICULARS	
Occupied Room no (S)		Date: From	To
Date: From	To	Actual Rent Collected Rs.	
Advance Received Rs.		Refund if any	
Receipt No.		Bill no.	
Date:		Billing Date	
		Bank Remittance - Date	

FGHM

FGHW

FGHM

FGHW



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FACULTY GUEST HOUSE

Cash Bill

Bill No. _____ **Date:** _____ **Adv. Receipt No.** _____

Name Dr/Mr/MS _____

Address _____

Room No(s): _____

Arrival _____ **A.M / P.M Dated** _____ **Departure** _____ **A.M / P.M Dated** _____

Type of Room (s)	No.of Room(s)	Room Rent	No of Days	Amount
Suite				
AC Deluxe				
AC				
Non AC				
Kitchen & Dining Hall				
			Total	
			Advance	
		Amount Payable/Refund		
Guest Signature	FGHM			FGHW
