

## Assam Skill University



### Guest House Accommodation Regulations - 2025



অসম দক্ষতা বিশ্ববিদ্যালয়

**Assam Skill University**

(A State University established under Assam Act No. IX of 2020)

Mangaldai, District: Darrang, Assam - 784125

Website: [www.asu.ac.in](http://www.asu.ac.in)

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## I. GENERAL REGULATIONS

### 1.0 Scope:

- 1.1 The Guest House Accommodation regulations hereunder notified shall apply to all who are intending to stay in Guest House of Assam Skill University, Mangaldai.
- 1.2 This rule shall come into force with effect from the date of notification.

### 2.0 Definitions: In these regulations unless there is anything repugnant in the subject or context,

- 2.1 "ASU" means Assam Skill University.
- 2.2 "Competent Authority" means Vice Chancellor of ASU or the person to whom the power is sub-delegated.
- 2.3 "Employee" means any person on the rolls of the University.
- 2.4 "Family" means the spouse, children, step children, parents ordinarily residing with and dependent on the employee.

### 3.0 Booking of Guest House

- 3.1 Booking of Guest House rooms can be made by filling the prescribed form (Annexure-I) and submitting it to the Office of the Registrar in advance (preferably 3 days).
- 3.2 In case the applications received simultaneously on the same date, the serving employees of ASU would get preference over retired employees & ex-employees.
- 3.3 The Officers/ Faculty/ Staff on official visit will have the priority over Officers/ Faculty/ Staffs who are on Private Visits.
- 4.0 Any visitor intending to stay in Guest House must produce his/her Photo Identity card having residential address, issued by Central or State Govt.
- 5.0 All bookings by non-ASU personnel must be sponsored and guaranteed by a regular employee of Assam Skill University (ASU). The guarantor shall be responsible for:
  - 5.1 Confirming the identity and purpose of stay of the non-ASU guest(s).
  - 5.2 Ensuring adherence by the guest(s) to all regulations of the ASU Guest House.
  - 5.3 Bearing financial liability in case of non-payment, damages, or any violation of the Guest House regulation by the guest(s).
- 6.0 In all cases payment in advance is to be collected. Inventory is to be verified after vacaton of room and in case of any loss it is to be indemnified by the guest.
- 7.0 Accommodation at the Guest House may be availed for a maximum period of five (5) days. For stays exceeding this period, prior special permission of the Competent

Authority shall be mandatory for the extended duration.

- 8.0 No visitors shall be allowed to go to the Guest's room. However, if required, the visitors may be allowed to meet at visitor room from 9.00 AM to 10.00 PM.
- 9.0 Guests while leaving rooms shall deposit the room key to the Reception Office for cleaning and other maintenance work. However, guests shall be responsible for the safekeeping of their valuables.
- 10.0 Any cancellation of booking shall have to be informed to the In-charge or Supervisor in writing or over phone at least 12 hrs in advance.
- 11.0 The Management reserves the right to cancel a booking, refuse accommodation or change the room(s) allotted to a person(s) without assigning any reason(s) thereof.

12.0 Service Schedule:

Sl. No.	Items	Service available on chargeable basis	
1	Breakfast	6.30 AM	to 9.00 AM.
2	Lunch	12.00 noon	to 2.00 PM
3	Evening Tea with Snacks	4.30 PM	to 7.00 PM
4	Dinners	8.00 PM	to 10.00 PM

- 13.0 The Kitchen and Dining Hall of the Guest House will be closed at 10.00 PM.
- 14.0 The consumption of alcoholic beverages and tobacco products within the Guest House & University premises is strictly prohibited. Cooking of food in the rooms is not permitted, except in the designated suite rooms for light cooking needs.
- 15.0 The occupants shall have to maintain peace & tranquility in the Guest House complex.
- 16.0 Drying of clothes on the verandah or balcony or any area other than those specified for the purpose shall not be allowed.
- 17.0 Tariff charges for occupants residing in the University Guest House may be waived at the discretion of the competent authority, provided they have been officially designated as University Guest with orders of the competent authority.

**II. GUEST HOUSE MANAGEMENT COMMITTEE**

1.	Registrar	- Chairperson
2.	Deputy Registrar	- Member
3.	Finance and Accounts Officer	- Member
4.	Faculty member nominated by Vice Chancellor	- Member
5.	Administrative Officer	- Member Convenor

**ROOM TARIFF (Excluding taxes): For Guest House****III. FOR ASU EMPLOYEE – Category A:****A. A/C DOUBLE ROOM**

Sl.No.	Type of room	Rate per person (in Rs.)/ day
1.	Double bedded A/C room	Rs. 500.00

**B. A/C SUITE ROOM**

Sl.No.	Type of room	Rate per person (in Rs.)/ day
1.	Double bedded A/C Suite room	Rs. 1000.00

**NB:** Suite rooms shall be available for employees drawing a grade pay of ₹15,100–17,500 (Pay Band 4 of the Government of Assam) or above, and for those in the UGC pay scale of Level 14 and above.

**C. DORMITORY**

Sl.No.	Type of room	Rate per person (in Rs.)/ day
1.	Single occupancy in Dormitory	Rs. 200.00

**IV. FOR RESEARCH SCHOLARS, JRF, POST DOCTORAL FELLOW, TRAINEE, PROJECT PERSONNELS, ALUMNUS, GUEST OF ASU EMPLOYEE ETC. UNDER ASU – Category B****A. A/C DOUBLE ROOM**

Sl.No.	Type of room	Rate per person (in Rs.)/ day
1.	Double bedded A/C room	Rs. 800.00

**B. DORMITORY**

Sl.No.	Type of room	Rate per person (in Rs.)/ day
1.	Single occupancy in Dormitory	Rs. 300.00

**V. FOR ASU'S RETIRED/ EX. EMPLOYEE – Category C****A. A/C DOUBLE ROOM**

Sl.No.	Type of room	Rate per person (in Rs.)/ day
1.	Double bedded A/C room	Rs. 1000.00

**B. DORMITORY**

Sl.No.	Type of room	Rate per person (in Rs.)/ day
1.	Single occupancy in Dormitory	Rs. 300.00

**VI. FOR GOVT. OF ASSAM OFFICIALS – Category D****A. A/C DOUBLE ROOM**

Sl.No.	Type of room	Rate per person (in Rs.)/ day
1.	Double bedded A/C room	Rs. 800.00

**B. A/C SUITE ROOM**

Sl.No.	Type of room	Rate per person (in Rs.)/ day
1.	Double bedded A/C Suite room	Rs. 1200.00

**NB:** Suite rooms shall be available for employees drawing a grade pay of ₹15,100–17,500 (Pay Band 4 of the Government of Assam) or above, and for those in the UGC pay scale of Level 14 and above.

**C. DORMITORY**

Sl.No.	Type of room	Rate per bed (in Rs.)/ day
1.	Single occupancy in Dormitory	Rs. 300.00

**VII. FOR NON-ASU PERSONNEL – Category E (An employee guarantor shall be required)****A. A/C DOUBLE ROOM**

Sl.No.	Type of room	Rate per bed (in Rs.)/ day
1.	Double bedded A/C room	Rs. 1500.00

**B. A/C SUITE ROOM**

Sl.No.	Type of room	Rate per bed (in Rs.)/ day
1.	Double bedded A/C Suite room	Rs. 2500.00

**C. DORMITORY**

Sl.No.	Type of room	Rate per bed (in Rs.)/ day
1.	Single occupancy in Dormitory	Rs. 500.00

**VIII. CONFERENCE ROOM**

Sl.No.	Type of room	Rate per day
1	Conference Room	Rs. 4,000.00

**IX. DINING HALL**

Sl.No.	Type of room	Rate per day
1	Dining Hall	Rs. 1,500.00

**N.B.:** *The rates of ASU Guest House accommodation shall be revised from time to time on the recommendation of the Guest House Management Committee, taking into account factors such as inflation, etc and with the subsequent approval of the competent authority.*

**X. FACILITIES AVAILABLE/PROVIDED AT A/C SUITE ROOMS OF ASU GUEST HOUSE**

1	<b>Room Configuration:</b> Suite rooms have two rooms, one with a queen-size bed and another with a 4-seater sofa and centre table along with a refrigerator and TV unit.
2	<b>Pantry Facilities:</b> A small cooking/pantry area with basic amenities is provided for light cooking needs.
3	<b>Attached Bathroom:</b> It includes facilities such as an attached toilet with a western commode, hot and cold water mixer, geyser, dressing area, balcony, etc.
4	<b>Furnishings:</b> Wardrobe and Study Table are provided in the room.
5	<b>Connectivity &amp; Services:</b> Complimentary Wi-Fi, and basic housekeeping services are available
6	<b>Laundry:</b> Laundry services are available against payment.

**XI. FACILITIES AVAILABLE/PROVIDED AT A/C DOUBLE ROOMS OF ASU GUEST HOUSE**

1	<b>Room Configuration:</b> Double rooms are consisting of two (02) no.s of single bed along with a TV Unit.
2	<b>Attached Bathroom:</b> It includes facilities such as an attached toilet with a western commode, hot and cold water mixer, geyser, dressing area, balcony, etc.
3	<b>Furnishings:</b> Wardrobe and Study Table are available.
4	<b>Connectivity &amp; Services:</b> Wi-Fi, and basic housekeeping services are available
5	<b>Laundry:</b> Laundry services are available against payment.

**XII. FACILITIES AVAILABLE/PROVIDED AT DORMITORIES OF ASU GUEST HOUSE**

1	<b>Room Configuration:</b> Dormitory is consisting of 6 nos of single beds.
2	<b>Common Bathroom:</b> It includes facilities such as a common toilet with basic amenities, a dressing area, and a balcony.
3	<b>Furnishings:</b> Wardrobes are Available.
4	<b>Connectivity &amp; Services:</b> Wi-Fi, and basic housekeeping services are available.
5	<b>Laundry:</b> Laundry services are available against payment.

### **XIII. FACILITIES AVAILABLE/PROVIDED AT CONFERENCE ROOM OF ASU GUEST HOUSE**

1	<b>Seating &amp; Layout:</b> 30-seater round table arrangement equipped with projector/screen, microphone, sound system, and video conferencing setup.
2	<b>Connectivity &amp; Comfort:</b> Air-conditioning, uninterrupted electricity with power backup, and Wi-Fi/internet access.
3	<b>Parking:</b> Adequate parking space available for attendees.
4	<b>Technical Support:</b> Dedicated support staff to assist with AV equipment, lighting, and other technical requirements.

### **XIV. FACILITIES AVAILABLE/PROVIDED AT DINING HALL OF ASU GUEST HOUSE**

1	<b>Dining Areas:</b> Separate VIP and private dining spaces located adjacent to the conference hall.
2	<b>Seating Arrangement:</b> Dining tables and chairs along with sofa seating for comfort.
3	<b>Service:</b> Professional staff service with options for buffet or plated meals.
4	<b>Comfort &amp; Utilities:</b> Fully air-conditioned dining hall with backup power and essential utilities to ensure uninterrupted service.

### **XV. AMENDMENT CLAUSE:**

Assam Skill University reserves the right to amend, modify, or add to the above Regulations as deemed necessary. Such changes shall take effect from the date approved by the competent authority or as specified.

### **XVI. INTERPRETATION CLAUSE:**

Any ambiguity or dispute in interpreting these regulations shall be referred to the competent authority of Assam Skill University, whose decision shall be final.

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## ANNEXURE-I

### ASU Guest House Accommodation Requisition Form

(To be submitted minimum one day prior to arrival)

Date: .....

1. Requisition SI. No. (office use only) : .....

2. Arrival date : .....

3. Departure date : .....

4. Category : .....

5. Self Paid/ University Guest : .....

*(For University Guest, enclose a copy of invitation)*

6. Type of Room (Suite/Double/Dormitory/ : .....

Conference Room/ Dining Hall)

7. Type of Stay (Single/Double Occupancy) : .....

8. No of Room Required : .....

9. Guests' Information:

Sl. No .	Names of Guest	Designatio n	Organization Name/ Relationship with Applicant	M/ F	Ag e	Contact No
1.						
2.						
3.						
4.						
5.						
6.						

10. Requisition Received From:

Particulars with Details	
Name	
Details of Requisitioner (Address/ Deptt. /Designation / Emp. No.	
Mobile No.	
Details of Employee Guarantor if any	
ID Proof	

**(Signature of the Applicant):**

#### Approval Section (For Office Use Only)

No. of Room(s) Allotted	
Room No(s)	
Remarks / Conditions (if any)	

**(Signature of Supervisor/ Manager):**

**Approved by:**