

NATIONAL LAW UNIVERSITY OF MEGHALAYA GUEST HOUSE REGULATIONS 2022

1. Short Title

1. These Regulations shall be called the National Law University of Meghalaya(NLUM) Guest House Regulations.

2. These Regulations shall come into force with effect from the date of approval by the Executive Council.

2. Eligibility to Stay

Official Guests of the National Law University of Meghalaya(2) The following persons shall be eligible to stay in the Guest House as guest of NLU Meghalaya y:

Members of the Statutory Bodies of the NLU Meghalaya;
Members of Selection Committee(s) and other Committee(s) constituted by the statutory bodies of NLU Meghalaya or by the Vice-Chancellor ,
NLU Meghalaya ;

All academics/delegates invited by the NLU Meghalaya to attend / participate in the Seminars/ Conferences/ Workshops and other programmes organized by the NLU Meghalaya or in collaboration with NLU Meghalaya;

Any other Guest of NLU Meghalaya allowed by the Vice-Chancellor, NLU Meghalaya as official guest.

Non-Official Guests:

The Guest House will mainly be used for training/ research and academic purposes. The non- official guests falling in the following categories may be considered for booking of accommodation in the Guest House subject to the availability:

- a. Persons sponsored by Academic Institutions to visit Meghalaya in connection with their academic activities;
- b. Academics/Officers/Officials of Academic Institutions coming to Meghalaya on personal visit.

- c. Guests of Academics and Administrative Staff of NLU Meghalaya on specific written requests.

- d. Any other person approved by Vice-Chancellor, NLU Meghalaya

3. Period of Stay

The Non-official Guests are permitted to stay in the Guest House for a maximum period of 3 days. The period of stay can be extended for further 2 days with the permission of the Vice-Chancellor, NLU Meghalaya subject to the availability of accommodation. No non-official guest will be allowed to stay in the Guest House beyond the period of 5 days.

The official guests of NLU Meghalaya shall be eligible to stay in the Guest House for attending the meetings of the University bodies/ Committee(s)/ Seminars/ Conferences/ Workshops and other programmes.

3. Lodging Charges

The following shall be the charges for stay in the Guest House:

S.No.	Guest Category	Room Rent	Bed/Tea Break-fast	Lunch/Dinner
1	Official Guests	Nil	Nil	Nil
2	Non-official Guests	Rs. per day	Rs./- per breakfast	Rs./- per lunch/dinner

Note:-

1. The guest may check in at any time in the afternoon. Checkout time will be up to 12.00 noon, after which it will be counted another full day.
2. In case any guest stays in the guest house beyond permissible time, he/she will be charged at double the rates given above.

5. The Authority

The Vice-Chancellor, NLU Meghalaya will be the competent authority for granting permission for stay in Guest House. In the absence of the Vice-Chancellor, NLU Meghalaya, the Registrar, NLU Meghalaya will be eligible to allow stay in the Guest house, but the same should immediately be vetted from the Vice-Chancellor, NLU Meghalaya on their return.

6. Reservation of Accommodation

1. The reservation will be made on request from the guest to the Vice-Chancellor, NLU Meghalaya, subject to availability of accommodation.
2. Prior reservation is necessary to avoid inconvenience on arrival.

7. Procedure for reservation of Guest House accommodation

A request for reservation in Guest House should be made at least one week in advance. Necessary recommendations from the concerned authorities, if required, must be enclosed with the request. Block booking of rooms for Seminars/Conferences etc. will be allowed on payment of 50% advance. Cancellation of booking will be allowed at least three days in advance. After that only 50% of the advance paid will be refunded.

8. Reservation slips

On receipt of request(s) for reservation of accommodation in the Guest House, the office shall issue a reservation slip in duplicate : one copy thereof will be sent to the attendant on duty and the other will be retained in the office. The form of the slip is given below:

Room No

ADMINISTRATION SECTION

..... is reserved for Shri from to
.....

Office Incharge

9. Accommodation Allotment Register

The office shall maintain an accommodation allotment register in the form given below and shall keep it up-to-date to avoid overlapping of reservations.

S.No.	Date	Name & Address of the Visitor	Period of Booking From To	Room No.	Remarks

10. Guest House Register

1. The Guest House Register (Guest Book) containing the following columns shall be maintained in the Guest House::

- a. S. No.
- b. Name & Designation of the Guest
- c. Date and time of arrival
- d. Date and time of departure
- e. Amount paid to the attendant
- f. Signature of the guest
- g. Receipt No. & date, for amount deposited with cashier

(viii)Remarks.

The guests on arrival will append their signature in the Guest House Register and will make the payment of the dues and enter the said amount in the register at the time of their departure. The Caretaker or the In-charge of the Guest House will issue a formal receipt of the amount received by him.

The register will be kept in the custody of the Caretaker. It is the duty of the Caretaker to deposit such amounts with the Accounts Section either the same day or on the next working day.

11. Miscellaneous

1. Accommodation shall not be claimed as matter of right.
2. The NLU Meghalaya shall have the right to get the rooms vacated at any time without giving any notice/ assigning any reasons in case of unauthorized stay / over stay / special circumstances.
3. Any unauthorized person will not be allowed to stay in the Guest House. If any unauthorized person is found staying in the Guest House, the University will take strict action as per rules/law and will file criminal complaint against such person.
4. Persons against whom amounts are outstanding in respect of charges of the guest house will not be provided with accommodation until they pay the arrears due to them.
5. An inventory of furniture and other articles kept in the room will be displayed prominently in the room. Guests may check these inventory articles at the time of occupying/ vacating the room.
6. Smoking/drinking in the Guest House is strictly prohibited.
7. The person(s) occupying room(s) will be liable to make good the damages caused to any articles shown in the inventory by them or any other articles entrusted to them for their use.
8. The guests may be requested to keep valuable in their safe custody as the guest house will not accept any responsibility for any losses, damages etc. happening during their stay.
9. The bill to the guest house will be settled in cash before the guests vacate the building.

12. Guest House Committee:

There shall be a Guest House Committee consisting of the following:

1. The Vice-Chancellor, NLU Meghalaya;

2. The Registrar, NLU Meghalaya;

.
The Committee shall be competent to frame/amend regulations in the matter of Guest House to be ratified by the Executive Council.

13. In case of any matter not covered by the above Regulations, the Vice-Chancellor, NLU Meghalaya/shall be competent to decide the matter. The Vice Chancellor, NLU Meghalaya shall also be competent to relax any of the above Regulations in deserving cases.