



Nālandā
UNIVERSITY

NALANDA UNIVERSITY, RAJGIR

Rules & Regulations **University Campus Inn**



Nalanda University

Rajgir, Nalanda District, Pin- 803116 Bihar

REQUISITION FORM FOR CAMPUS INN ACCOMODATION

Date:

1. Indenter's Details

I agree to the terms & conditions mentioned over leaf	Recommended HOD/Dean	Note: The duly filled-in form for booking will be sent to Campus Inn in-charge for further processing
Signature of the Employee/ Indenter		
Name:		
Designation with Department:		
Mobile No:		
Email:		

2. Visitor's Profile

1.1 Name of the Guest Accompanying Guest, if any,	
1.2 Representing Organization and purpose of visit	
1.3 Complete Address	
1.4 ID (Aadhaar/Pan/Voter Id Card etc)	
1.5 Nationality	Indian / Foreigner (specify the nation)
1.6 Guest Category	U / O
1.7 No. of Person (s) / No of Rooms Required	/
1.8 Type of Accommodation required	Suite Room / Double Bed Room
1.9 Phone No. & E-mail of the Guest(s)	

3. Details of expected arrival/ Departure:

Arrival Date	Arrival Time	Departure Date	Departure Time

4. Meals if required on the date of arrival:

<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner
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5. Bill (s) to be settled by:

<input type="checkbox"/> Visitor (s)	<input type="checkbox"/> Department/ Project
<input type="checkbox"/> Indenter	<input type="checkbox"/> Nalanda University

(For use in Campus Inn Office) Room is available/ not available.	Allotted Room No (If Available)	Submitted for approval	Approved By
Campus Inn I/C		SA/AO (Admin)	Registrar/Vice -Chancellor

GUIDLINES AND OTHER INFORMATION

Booking Procedures:

1. For booking of normal facilities, forms will have to be directly submitted to the Campus Inn I/c duly forwarded by the respective HOD.
2. **Timings:**

Timings	Breakfast 08:00 to 09:00 hrs	Lunch 13:30 to 14:30 hrs	Dinner 19:30 to 21:00 hrs
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3. The food facility for non-residents will be reserved only on prior request. The minimum period of such request shall be as under:-
4. Breakfast: Before 21:00 hrs on the previous day, Lunch: Before 9:00 AM on the same day & Dinner: Before 14.30 hrs of the same day.
5. For Room booking, request will have to be sent 24 hours in advance with duly filled requisition form. If the guest asks for extra mattress for extra person charged at 200/- per night will be applicable. Cancellation requests should be made at least 6 hours in advance: else food charges will be levied for such a meal.

Room Category & rates for occupancy in Campus Inn, Nalanda University, Rajgir

S.No.	Type of Accommodation	Rate of Campus Inn (Per Day)	
		Double Bed	Suites**
1.	Total Available nos.	58	07
2.	Category U (Tariff)	Free	Free
3.	Category O (Tariff)	Rs.3,000 For Single/Double Occupancy	Rs. 5,000 For Single/Double Occupancy

Boarding Charges

Category	Rate of items (Subsidized)				
	Lunch/ Dinner (Veg.)	Lunch/ Dinner (Non-Veg.)	Breakfast (Veg/Non-Veg.)	Tea/Coffee/High Tea	Cold Drinks
Regular	Rs. 200	Rs.250	Rs. 100	As per actual	As per actual

6. ** Allotment of suit rooms will be subject to approval of the Hon'ble Vice-Chancellor, Nalanda University.
7. Category U (**University Guests**) – University guest such as Members of Court/Executive Council/Academic Council/Finance Committee/invited speakers for Seminar/ Conference, Departmental guest/ invitee etc.
8. Category O (**Others**) – Nalanda University Alumni, personal relatives/ Guests of Nalanda University faculty/ staff/ Guardians/ spouse of students and other will be charged. Nalanda University guests/ Delegates for the University external Project shall be charged as per the O tariff.
9. Check out timing will be 24 hrs after Check in and Accommodation will be charged per day or part thereof for every 24 hours.
10. First priority of booking is given in order of U, (University) and O (Others) respectively.
11. The booking made/ confirmed will be provisional and can be cancelled at any time in case of any other priority.
12. No telephonic booking/ cancellation will be entertained.
13. Stay in the entire responsibility of the guest(s). No claims for loss / damage will be entertained at any stage.
14. Please inform about your departure date & time or any other change of schedule well in advance.
15. The allottee should vacate the room on the expiry of the period for which accommodation was allotted, unless an extension for further stay has been obtained beforehand.
16. The Cancellation, if any, should be notified at least 24 hrs. In advance, failing which actual tariff/ user charges shall be levied.
17. Male visitors, other than family members are not allowed in the rooms occupied by female guests and vice-versa.
18. Consumption of narcotics / alcoholic drinks etc. is strictly prohibited.
19. To avoid any inconvenience, it is advised to inform the house-keeper in advance for late entry into the Campus Inn.
20. It is suggested that the room may be cleaned in the presence of the guest only.
21. Electricity and water are precious, please conserve it. Please close the windows and switch off the electrical points whenever you leave the room. Also switch off AC and Geyser while not in use.
22. The guest should verify and certify the final bill before departure.
23. The charges of the services may vary in accordance with the inflation rate from time to time.
24. The taxes will be levied on the total bills/cost as per the Govt. of India norms.
25. Kindly, note that we don't have an extra bed facility. However, we can provide an extra mattress on the floor. Extra mattress charges are **INR 200/- Per night**.
26. For booking and Cancellation can be made by sending the duly filled form via email to Campus.inn@nalandauniv.edu.in.