

**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**  
**(Established by the State Legislature Act 9 of 2003)**



**Faculty House Rules, 2019**

This rules shall be called Chaudhary Devi Lal University Sirsa Faculty House rules, 2019 and shall come into force on the date of notification issued by the competent authority. The earlier rules, regulations and orders formulated and issued in the name of rules for the Faculty House in this regard will be superseded from the date of notification of these rules. The Faculty House is a transit facility for loading and boarding at the University Campus for visitors governed by the rules stipulated hereinafter and for academic purposes only. It shall not be treated as a guest Houses and shall not be used for any commercial purpose and organizing any social, cultural and any type of function etc. on its premises.

The objective of these rules is to offer comfortable stay to the occupants in conformity with specified imperatives enshrined herewith for deciding any dispute and ambiguity with regard to enforcement and interpretation of any provision of these rules the decision of the Vice Chancellor shall be final and binding.

1. A room(s) in Faculty House shall ordinarily be reserved fat least three days in advance on prescribed Performa. However, the room(s) can also be reserved through Email Id and visitor/Employee on whose behalf the room(s) is (are) to be reserved, will fill the Performa at the time of her/his arrival.
2. The Prospective Visitor, who does not reserve accommodation well in time may after be allowed for reservation of the room(s) provided the room is available at time of her/his arrival.
3. If the visitor does not require the accommodation already reserved for entire period, he/she shall intimate the same in writing or communicating by ways of Email and telephonic call addressing to the office incharge at least 24 hours in advance. The office incharge on receipt of such communication shall immediately take action and inform the applicant.
4. No. room(s) services will be provided, except bed tea.
5. Check – out time shall be 12:00 noon.
6. For booking of the rooms in the Faculty House by any employee of the University, in addition to herself/himself under emergent circumstances, only specific relatives will be allowed to say in Faculty House for days only in one month. However, the University employees can make written request for booking of the room(s) for their guests. Such authorized guests/ employee shall not be allowed to stay for more than two days in a month and the concerned employees shall be responsible for making payment and all other dues.
7. Reservation of rooms will be allowed subject to availability of rooms and the same may be cancelled in emerging need for University functions and other important works etc., as the case may be, decided by vice Chancellor in the

interest of the University.

8. The vice-Chancellor upon the receipt of written request by the Government functionaries may allow to stay any officer (s) for performing official duties on the official rates as applicable to the CDLU employees.
9. The Vice-Chancellor reserves the rights to inspect or authorize any Officer/ Teacher to inspect any room(s) at any time without any notice or intimation to the occupants.
10. The Manager/Incharge University Faculty House shall maintain a University Faculty House Register (UFHR), Every occupant shall settle the bills regarding her/his/ stay before her/his departure from University Faculty House. No credit facility shall be provided.
11. Every visitor should make all necessary entries in the University Faculty House Register kept at the Faculty House for this purpose. The visitor(s) shall provide their Identity cards at the time of occupation. The documents for Id proof include Driving License/Aadhar card/ Voter Card / PAN Card and others Ids issued by the Employer/ Competent Authorities. The office incharge shall not down type of ID Car No, Name of issuing authority and he/she shall keep a photocopy of submitted IDs.
12. Any damage to the property of the Faculty House will be borne by the occupant. Furniture arrangements of the Faculty House and other fixtures including safety of articles shall not be damaged in any way and if such damages are noticed then the concerned occupants shall bear the cost.
13. In the case any occupant leaves the University Faculty House with setting the bills/dues complete in all respects or does not settle recovery of any damage done to the property of the University, the following actions may be taken:
  - (a) The department/institute of the occupant will be intimated to effect the recovery from the occupant and the recovered amount, may be remitted to the University.
  - (b) Such occupants shall be debarred for future stay in the University Faculty House as well as any person recommended by him/her will not be entertained to stay in the University Faculty House.
14. The occupants shall not play Audio/Video in such a way that may cause disturbance to other occupants.
15. All the payments will be accepted in cash only at the time of check out. For each payment, receipts will be issued. The payments should be settled at the time of her/his Check-Out. All the dues must be cleared by the occupant and key will be returned to the incharge Faculty House at the time of check out.
16. Catering facility is available only to the occupant staying in the Faculty House.
17. No private caterer will be allowed to provide the service in the Faculty House.
18. The orders for meal must be placed in advance to Attendant/Cook/Incharge.
19. The rooms in University Faculty House will be booked for the purposes of academic, examinations, sports, Cultural, conference/seminar/symposia/workshops/ refresher course/ orientation course, board of Studies Meetings, Faculty Meeting, Selection Committees, inspections of the UGB/BCI/NAAC/ NCTE etc. or any other University's official works etc. the rooms shall also be booked for the Scientists, eminent Scholars and other academicians specially

invited by the University.

The Principals of the affiliated Colleges will make written request to the Vice Chancellor and the Registrar, as the case may be, to book a room(s) in the Faculty House for the purposes as mentioned in the above provision, on the rate applicable to the CDLU Employees.

20. Breakfast/ Lunch/ Dinner will be served in the Dining Hall only.
21. The occupants are not allowed to ply on those vehicles in the premises of Faculty House which cause much noise exceeding the permissible decibel limits.
22. No occupant shall be allowed to bring pet or any other animal into premises.
23. **LIQUOR, DRUGS, SMOKING AND OTHER INTOXICANTS ARE STRICTLY PROHIBITED IN THE FACULTY HOUSE PREMISES.**
24. The following meal timings would normally be observed:

(i)	Breakfast	:	07.30 am	to	09.00 am
(ii)	Lunch	:	01.00 pm	to	02.30 pm
(iii)	Dinner	:	08.00 pm	to	09.30 pm
25. The Videography and film shooting within the Faculty House is prohibited.
26. Not more than two rooms will be booked by an individual employees of the University for personal guest. However, more number of room(s) be booked on the occasion of the marriages of University Employees which meant marriages of herself / himself and his/her dependents, with special permission of the Vice Chancellor.
27. Entry into the Faculty House after 10.00 Pm by the guests is prohibited except under special circumstances with advance intimation to the person on duty.
28. University shall have the right to get the room(s) vacated at any time without giving any notice or assigning reason in case of unauthorized stay/over-stay and stay prejudicial to the interests of the University.
29. The working officials as well as retired employees of UGC (as per the UGC letter No. F.1-2/2016/(Welfare) dated 28.04.2016) along with their spouses during their personal visits shall be allowed to stay in the Faculty House on nominal rent as applicable to the CDLU, Employees.
30. The VVIP Suit No. 1 and 101 will be reserved for Governor-Chancellor of the University and Chief Minister, respectively.
31. Incharge/ Manager will deposit the total income in the main account within three days.
32. The permission to accommodation in the VIP suits (3-4 and 13-14) and Ac room(s) will be given by the Vice Chancellor. The permission to accommodation in the Non -AC Room(s) will be given by the Registrar. However, the Manager/Incharge, may allow the booking of room(s) to visitor(s) beyond working hours with the permission on telephone from the Vice Chancellor's Nominee/ Registrar Nominee but he/she shall seek post-facto approval, as the case may be, on the next working day.
33. The occupants are welcomed to enter valuable inputs in the Suggestion Book or write any constructive suggestions and comments, if they fell for improving

the services of the Faculty House.

34. The following rates will be charged per room(s) from person(s) staying in the University Faculty House:

VVIP Suit	These VVIP suites should not come under chargeable category and should be allotted only with the permission of the Vice Chancellor. However, the VVIP suit no. 101 may be allotted with special permission of the Vice Chancellor @of Rs.2000/- (two thousand only) per day.		
Accommodation Type	For University Official Duty per day	Non-Official per day (for guests of university's Teachers/Officials)	Normal room rent per day for all other persons who are not covered under A&B
	A	B	C
VIP Suit	Rs. 300/- (with the special permission of the Vice Chancellor)	Rs. 800/- (with the special permission of the Vice Chancellor)	Rs.1500/- (with the special permission of the Vice Chancellor)
All AC Rooms	Rs.200/-	Rs.400/-	Rs.1000/-
Non AC Rooms	Rs. 100/-	Rs.200/-	Rs.500/-
Member of University Court/Executive Council/Academic Council/Finance Committee/ Academic Planning Board (free boarding and lodging).			Free of Cost
Vice Chancellor(s) and Registrar(s) of Central and State Universities for a maximum of three days and two days, respectively, (Free boarding and lodging).			Free of Cost
Former Vice Chancellor of Central and State Universities for maximum of two days (free boarding and loading)			Free of Cost
Persons/ Officer allowed by the Vice-Chancellor to be treated as University Guests.			Free of Cost
<b>DINING HALL</b> For official engagement/farewell Functions in favor of retiring Employees of the University.			Free of Cost
<b>Faculty House Lounge</b> University Faculty House Lounge can be allowed for use under exceptional cases by the Vice Chancellor. No audio Band etc. will be allowed in the premises of the Faculty House.			Rs. 5000/- per day (for University Employees) Rs. 7500/- per day (for others)

35. The following meal rates will be from person(s) staying in the University Faculty House:

Sr. No	Meal	Existing Rate
--------	------	---------------

1.	<b>Breakfast</b> Two Paranthas + Curd + Tea/Cornflakes with milk (200 gms)/Bread with butter slice-4 with 200 gms milk/ Puri + Potato Vegetable + Tea.	50/-
2.	<b>Normal Meal</b> Chapaties, Dal, One Seasonal Vegetables, Plain Rice, Curd, Salad.	80/-
3.	<b>Special Meal</b> One Paneer Veg. One Seasonal veg, One Dal/ Rajma/ Chholley, Raita, Rice Pulao, Salad, chapatti, One Sweet Dish: kheer/Ice-Cream/Custard/One piece Gulab Jamun/ Rasgulla etc.	150/-
4.	<b><u>Additional Items</u></b>	20/-
	(a) Soup	
	(b) Sweet Dish	25/-
	(c) Tea Ordinary	10/-
	(d) Tea Dip	15/-
	(e) Coffee	20/-
	(f) Extra Parantha	15/-
	(g) Extra Curd (100gms	10/-