

Narmad Bhavan Room tariff and Amenities Charges

Type of Accommodation	Cat-B (Rs.)	Cat-C (Rs.)	Cat-D (Rs.)	Cat-E (Rs.)
Double bed room on Sharing Basis* (per bed charges) (AC Room) for <i>Short term training programs / Conferences</i>	400.00	300.00	200.00	600.00
Double bed AC Room	600.00	500.00	400.00	1000.00
Double bed room on Sharing Basis* (per bed charges) (Non-AC Room) for <i>Short term training programs / Conferences</i>	200.00	200.00	100.00	400.00
Double bed Non AC Room	300.00	300.00	200.00	600.00
Inside Lawn (4 hours)	500.00	500.00	NA	NA
Open outside Lawn (6 hours)	1200.00	1200.00	NA	NA

***For a shared room, if it is not fill completely, charges would be equivalent to full room.**

Director, SVNIT

Various Categories of Guest for Narmad Bhavan		
Category	Eligibility	Authority for Booking
Cat 'B' <i>(Priority I)</i>	Guest invited by the Institute for academic or Administrative work or for campus interview. Individual visiting institute in connection with Project/Consultancy/Short term courses or seminars etc.	Director/Registrar/Dean/HOD /Placement officer
Cat 'C' <i>(Priority II)</i>	SVNIT Employees and their guests/student's parents and Guardians	Faculty/staff/student <i>(Booking form must be recommended by faculty member of the institute)</i>
Cat 'D' <i>(Priority III)</i>	Present student like Ph.D. (PEC) and M. Tech. (R.)	Concern student/Supervisor <i>(Booking form must be recommended by Supervisor)</i>
Cat 'E' <i>(Priority IV)</i>	Guest not covered under above categories	Individual through Chief Warden Narmad Bhavan

Rules and Regulations for Narmad Bhavan

1. **A guest house is not a hotel. It is a facility of the Institute and its tariff is highly subsidized.**
2. Priority for accommodation will be accorded to guest covered under the category.
3. The Institute reserves the right to cancel or refuse accommodation if it is satisfied that the stay of such person(s) is not in the interest of the Institute.
4. Smoking and consumption of alcohol, chewing paan and tobacco is totally forbidden in guest house premises including rooms, corridors and lawns.
5. If a guest damages any institute property, litters the environment, spits, drinks, smokes, and misbehaves or causes any other nuisance, the institute shall recover from him (or from the person making the booking) the cost of correcting the damage along with a management cost and a punitive cost to be decided by the Guest House In-charge or higher authority.
6. Persons staying in the Guest House are not entitled to bring in unauthorized guest(s) to stay with them in the Guest House.
7. Male visitors/guests are not allowed in the rooms occupied by female guests and vice-versa. Exception for blood relations.
8. Pets are not allowed.
9. Cooking/Washing is not allowed in the rooms.
10. Proper dress-up is required in the Guest House premises.
11. Management of the guest house may at its discretion, cancel a booking or offer alternate accommodation.
12. Normally a booking in the Guest House can be made for a period of 3 days. This can be extended up to a maximum period of 7 days on special case which requires request in advance. Beyond that with the approval of competent authority. For part time Research Scholars, Ph.D. supervisor's approval will be required.

13. 100% payment for one day to be made if cancellations are not made 24 hours prior to the Commencement of Conference/Course/Program etc. and 48 hours in case of individual booking.
14. In advance 50% payment is to be made for bulk booking against confirmation.
15. Guest House authority is not responsible for any kind of accident or injuries to the guest during his/her stay in the Guest House.
16. 100% payment to be made at the time of check in (except Cat. B)
17. The tariff is subject to change at any time without notice.
18. There shall be no concession in tariff if a room does not have air conditioning or if there is a failure of air conditioning, electricity, water supply, Wi-Fi or any other facility.
19. The room tariff does not include any meal, snacks or tea, except drinking water.
20. Children below 12 years may be accommodated with parents free of charge in the same room without extra bed.
21. There shall be no room service of food except drinking water.
22. Never leave any cash, jewellery, mobile phone or other valuables in the room. It is not feasible to provide security to your valuables.
23. Please close the windows and switch off air conditioner, geyser and T.V. whenever you leave the room.
24. Please leave the room keys at Front Desk when you go out even temporarily.
25. Your suggestions are valuable to us. Please fill up the suggestions card and drop in the suggestion box kept at the Front Desk.
26. Please help us to keep the guest house clean and tidy at all times. Please never drop a piece of waste paper or plastic outside the dust bin.
27. Please do not pay tips to the staff.
28. 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. **Fraction of day will be counted as full day.**
29. Notwithstanding anything stated in these regulations, the Director, at his discretion, can authorize administrative measures different from those stated above for meeting unanticipated circumstances, or the improvement of services.

Director, SVNIT