

GUEST HOUSE BOOKING POLICY

Guests in Category 1

1. Official guests of CDS: These are guests who are at CDS to attend official meetings convened by CDS, to conduct viva voce examinations, to deliver special lectures or attend academic / official events organized by CDS.
 - Booking to be authorized by Registrar
 - Guests stay free of charge
2. Academic Guests hosted for various sponsored academic events
 - Booking to be authorized by Research Unit Heads, Project Directors, Event Coordinators
 - Guest will not be charged, billed to the respective event
3. Private Guests of faculty or permanent staff of CDS
 - Booking to be authorized by faculty/ permanent staff of CDS
 - Guests pay, failing which person authorizing the booking will be charged
4. Private Guests of students
 - Booking requests from students must be endorsed by a faculty member
 - Guests pay, failing which student requesting the booking will be charged

Guests in Category 2

5. Students/ Research Scholars/ Faculty who are on academic visit
 - Booking to be authorized by Registrar on the basis of an official letter from the concerned academic institution.
 - Guests pay in advance

Please note that we do not entertain private requests for guest house rooms i.e., sans endorsement by the above categories of persons.

TARIFF STRUCTURE

Guest	Standard		Superior	
	<u>Non AC</u>	<u>AC</u>	<u>Non AC</u>	<u>AC</u>
Category 1	350	750	500	1000
<i>Category 2</i>	500	900	750	1500
<i>Foreign nationals</i>	750	1500	1000	2000

Double occupancy charge 30 % more

GUEST HOUSE BOOKING PROCEDURE

For Guest House booking you may contact Guest House manager through email at guesthouse@cds.ac.in

GUEST HOUSE GUIDELINES

These Guidelines are to ensure that you enjoy your stay at the CDS Guest House, allow others to do the same and also help us maintain the place well!

1. REGISTRATION

- It is mandatory for all guests to register and furnish an identity proof at the time of check- in.
- Government of India regulations require that non-Indian nationals must provide a copy of the following documents at the time of registration: passport, Visa/Overseas Citizen of India card, and a passport sized photograph.

2. DAMAGE TO PROPERTY

- Residents are responsible for any damage they or their guests may cause to the property of the Centre.
- Please note that sofas in the main hall are not meant for rough use.

3. FIRE HAZARD

- Please do not light matches, burn mosquito coils or candles. The room is fitted with an electric mosquito repellent.

4. ROOM KEYS

- Please be sure to leave your room keys with the Guest House Attendant whenever you leave the guesthouse (even for a short while), as we *insist* on cleaning the room every day.
- The room key should be handed over to the Guest House Attendant at the time of check-out.
- Loss of key will attract a penalty of Rs.1500/-

5. GUESTS OF RESIDENTS

- No visitors are allowed to stay overnight in the guest room.

6. CAFETERIA

- Cafeteria Timings

Morning tea	06:30 – 07:00	Breakfast	07:45 – 09:30
Lunch	12:30 – 14:00	Dinner	19:30 – 21:00

- Guests must pay for their meals at the counter and there is no room service.

7. WASTE AND ENVIRONMENT

- Please throw only dry waste like waste papers etc. into the dust bin.
- In case of dry food waste, please wrap in paper before throwing into the dust bin.
- As you know water is scarce, please minimize the use of water.

- Please switch off lights, fans, air-conditioner and all electrical appliances when you do not need them or before you leave the room.
- Residents are requested to keep the doors and windows of their rooms closed when the air conditioning is on. Please bolt all doors and windows before you leave the room.
- CDS is a smoking free campus. Please do not smoke inside the room.
- Please do not bring into the GH any food that has a strong smell like jackfruit.
- Please maintain decorum so that you do not disturb fellow occupants.
- Large social gatherings are not permitted inside the room or on the Guest House premises.
- CDS is a plastic free campus. Please avoid bringing plastic/polythene shopping bags and do not dispose them at the Centre.

8. INTERNET FACILITIES

- Internet (via Wi-Fi) is available for a fee of Rs. 50 per day. To avail this, call extn. 277 during office hours or 9447006002 during weekends.

9. PAYMENT OF BILLS

- Guests must settle their bills before leaving. Unsettled bills or penalty will be charged to their sponsors or deducted from the advance paid by them.

10. ENQUIRIES/ ASSISTANCE

- Mr. Saibabu, Guest House Attendant: local extension 290; mobile 9567596319.
- Mr. Shareef H S, Guest House Manager: local extension 277; mobile 9447006002.