

Nehru Guest House GUIDELINES

Jamia Millia Islamia
Maulana Mohammed Ali Jauhar Marg, New Delhi-110025



About Us

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The Guest House of the University, Nehru House is named after the first Prime Minister of India Shri Jawahar Lal Nehru, was inaugurated by Shri Khurshid Alam, the then Chancellor of Jamia Millia Islamia and the Governor of Karnataka, on 5th December 1998. This is a

modern, two-storied fully furnished building. It is located behind the M.A. Ansari Auditorium. Apart from 41 rooms including two suits, the Nehru House has a fifty seated committee room for holding meetings, seminars and workshops. It also has a Dining Hall connected to a



spacious lawn. The office of the Incharge, Nehru House is located on the first floor which also has a visitor lounge cum Reading area where guests can spend their leisure time.



FACILITY AVAILABLE

1. AC Rooms fully furnished with LCD TV and Refrigerator
2. Complimentary one bed tea per person
3. Wi Fi connectivity
4. Dining Hall
5. Committee Room
6. Lounge with LCD
7. Lift facilities
8. Laundry facility is available on request at the reception.
9. Rear garden and shed
10. Car parking at owner's risk.



Reception

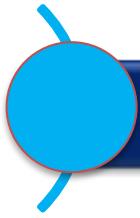


Reception Counter

is operational 24X7 where as official work is performed from 9 a: m to 5:00 p: m in all working days (Monday to Friday)

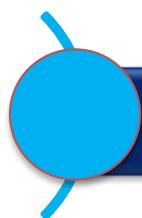
CONTACT US:-

- a. Reception (Direct Line)- 011-26983158
- b. Reception EPBX No: 011-26981717/ Ext. 1961, 1963,1966
- c. Fax No: 011- 26983163
- d. Office EPBX No. 011-26981717/ Ext. 1964
- e. Kitchen: 011-26981717 (Extn.)1962

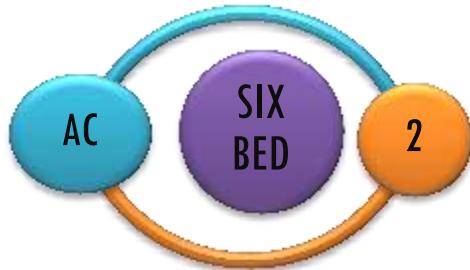
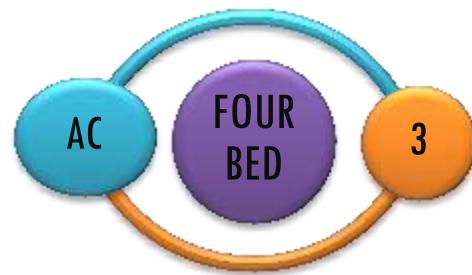
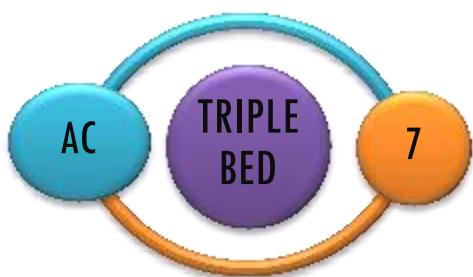
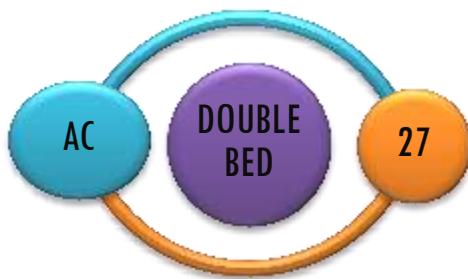


Lobby





Accommodation available





Rooms equipped with LCD T.V,refrigerator,Almirah,Computer table,
A/C,Telephone facility,Kettle etc



ELIGIBILITY

2. Eligibility

There are two categories according to which availability is made

A. Official

B. Non-Official

Category A: Official Guests

Priority-I

Members of JMI Court/Executive Council/Academic Council/Selection committees / Boards of Studies/Board of Management/Faculty committee at Departments/Faculties/ School / Centres, Sub Committees / Special Committees/Finance Committee, Examiners, Experts for viva voce for M.Phil/Ph.D. (All allotment covered under this category and those who come to the University on official business and are entitled to receive TA/DA from JMI also those declared by the Vice-Chancellor as official and be charged at concessional rates.

Priority-II

Participants of seminar / workshop / symposium / conference / training / programmes organised by University/School/centre/Department/official guest of UGC will fall in this category.

The duration of stay should not normally exceed the days of the meeting. One day before and one day after the meeting will be charged at official rates. Any extension (in no case beyond 10 days) will be charged at full rates.

Category-B Non-Official Guests

Personal guest of employees of Jamia Millia Islamia referred by a permanent employee of Jamia Millia Islamia in writing not below the rank of Registrar/Asstt. Registrar/Asstt. Professor/ Section Officer. In this category requisition slip for rooms will be filled by the Jamia employee and the requisitioner will take the responsibility of guests.

The allotment of rooms shall be strictly in the order of preference mentioned above.



BOOKING PROCEDURE

Booking

Request for the reservation of the room has to be given in writing by filling Request proforma seven days in advance and submitting the proforma in the Guest House offices. **Please demand official receipt for all payment made.**

As a matter of policy, no department or centre or individual will be given more than 10 rooms, or alternatively, 20 beds at a time. Such large scale bookings will have a maximum time period of 7 days.

Please ask for confirmation of booking in case no confirmation is received.

Check in Time

The Guest(s) may check in any time. However, for the purpose of accounting, a day means **10 a:m that day to 10 a:m next day** from the occupation/arrival. Fraction of day will be counted as full day.

Duration of stay

Ordinarily a person will be allowed to stay for one week only. In exceptional cases more than one week stay may be granted subject to the prior approval of the Vice Chancellor through the Incharge Nehru House.

Extension:

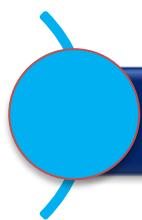
The extension of guest in the case of official booking is one day before and one day after the official work and personal/non-official booking extension is one week. However in exceptional cases of extension will be subject to the prior approval of the vice-chancellor through the Incharge Nehru Guest House. Where the extension of stay of the person beyond the approved period will be treated as unauthorized. For such authorized period, he/she will be charged double the rent. The Caretaker/Incharge has the authority to over lock such rooms in case guest reported to make payment.

Cancellation

Cancellation, if any, should be made in advance at least 24 hours before the booking by the requisitioner.

In case of cancellation, Guest House booking office should be informed in advance otherwise room tariff will be charged till the date of cancellation.

The university reserves the right to cancel or refuse accommodation if it is satisfied that the stay of such persons is not in the interest of the University or any other reason.



TARIFF

Rooms Tariff (Old Block)

Rooms	Official Guests (Rs. Per day)	Personal Guests (Rs. Per day)
AC Double	1000/-	2000/-
AC Triple	1300/-	2500/-
AC Four Bed	1700/-	3000/-
AC Six bed	2000/-	3500/-
Additional Bed	300/-	500/-

Room Tariff (New block)

	Official Guest (Rs. per day)	Personal Guests (Rs. Per day)
AC Double	1500/-	3000/-
AC Suit	2500/-	5000/-

Committee Room Tariff

Committee Room for Official function	Half Day- 1000/- Full Day- 2000/-
Committee Room for Non official function	Half Day- 5000/- Full Day- 10000/-

Booking for Committee Room is available as following.

- a) **Official category:** Programs organized by Faculty/Department/Centre/School provided with relevant copy of office order/letter.
- b) **Non-official Category:** Booking under Non-official category will be allowed only in exceptional circumstances. Applications under such cases have to be approved by Competent Authority.

Dining Hall Tariff

	Category	Charges(In Rupees)
Dining Hall (Old)	Official	500/-
Dining Hall (New)	Official	1000/-
Dining Hall (Old)	Personal/Non-Official	5000/- Maximum 50 persons only
Dining Hall (Old)	Personal/Non-Official	7500/- Maximum 100 persons only
Dining Hall (New)	Personal/Non-Official	7500/- Maximum 50 persons only
Dining Hall (New)	Personal/Non-Official	10000/- Maximum 100 persons only

There are two categories for booking Dining Hall as follows:

- a) Official category:** Dining Hall booked for Dinner/Lunch/High tea hosted for Seminar/workshop/conference/official meeting of the departments/Centres /Faculties will be treated as official as mentioned in the guidelines of the manual of the Nehru Guest House.
- b) Non-official category:** All those who are not covered in official category will be treated as unofficial. Personal get-togethers hosted on the occasion of Book Launch/Promotions/Viva Voce for Ph.D will be treated as non official



RULES OF STAY FOR GUEST

The guest will make an entry with ID proof in the register kept at reception/counter soon after arrival and again before leaving the Guest House. A proof of identity is mandatory.

1. The guest will make an entry with ID proof in the register kept at reception/counter soon after arrival and again before leaving the Guest House. A proof of identity is mandatory.
2. The Guest will pay rental charges of period of booking even if the room allotted to him/ her remains vacant because of his/her late arrival.
3. All payment shall be made against the official receipt. The confirmation of the reservation of Non-Official category will be done on the 50% advance payment of the room.
4. Allotment of accommodation in the Guest House shall not confer on the allottees any right of tenancy of the premises and the University shall have the right to get the rooms vacated at any time without giving any notice or assigning reason in case of unauthorized stay/over stay.
5. Any damage or loss to the Nehru House will be subject to a fine which would be paid by the Requisitioner.
6. The main gate opens at 6.00 a: m. & closes at 11.15 p: m.
7. Cancellation must be intimated 7 days before the date of reservation if advance paid is to be refunded.
8. The tariff is subject to change at any time without notice.
9. Foreign nationals may please present their passports at the reception for entry in the Foreigner's Registration Arrival Report.
10. All guests, after checking in, are bound by the rules and guidelines of the guest house displayed in the rooms.

11. Indian nationals may please present their ID at the reception at the time of check in. it has to be submitted to the Police Department, Jamia Nagar Okhla.
12. Visitor for guests residing in Guest House is allowed from 9.00 a.m. to 9.00 p.m. Only.
13. Pets are not allowed
14. Cooking/Washing is not allowed in the rooms.
15. A person suffering from infection or a contagious disease shall not be allowed to stay in the Guest House.
16. No changing of rooms or transfer of rooms is allowed without the permission of the concerned office.
17. Gambling, Smoking and liquor Consumption in any form or unlawful behaviour is strictly prohibited inside the rooms and elsewhere inside the Campus.
18. All electrical appliances like fan, light, air-conditioners, geyser etc. should be switched off before leaving the room.
19. Please do not take away the Inventory items of the guest house Otherwise, the charge will be added into your bill.
20. Our staff may check the room from time to time.
21. Damaging of property or defacing any notice/poster/walls etc. of the Nehru House is illegal. Photography is strictly prohibited in the entire premises of the Nehru Guest House.
22. Drivers are not allowed for overnight stay inside the Nehru House, however in exceptional cases they will be allowed to sleep in staff room of Nehru House.
23. Please do not pay tips to the staff.
24. We do not accept credit/debit cards. Payment is accepted only in cash.
25. The Vice-Chancellor may exempt any person from payment of lodging or boarding charges and may declare any person as a University Guest.

26. The guest House will be under Incharge appointed by the Vice-Chancellor.
27. The decision of the Vice-Chancellor shall be final in regard to the interpretation of these rules. The rules may be amended with the approval of the Vice-Chancellor.
28. The Vice Chancellor may grant exemption from the operation of any of the above rules in exceptional cases on merit. Kindly route all booking directly to the In Charge, Nehru House.
29. In case of violation of the above regulations or any misconduct as deemed to cause other's inconvenience or discomfort, the Management reserves the right to ask the guest to leave.
30. The Guest House is meant for you. Please help us keep it clean.



DINNING HALL

- A. Reservation of dining hall for the purpose of seminars, selection committee, and conferences will be official without any charges.



- B. Reservation of the Dining Hall for the permanent Jamia employee's for Personal programmes will be in the non official category.
- C. Dining Hall is only meant for the staff of Jamia Millia Islamia. No outside booking is allowed unless referred by permanent Jamia employees.
- D. Guest staying in guest house wish to engage dining hall have to book dining hall as per the rules.

- E. No marriage related function is allowed in the dining hall.
- F. Please always demand official receipt for all payment made.

Guidelines for Dining Hall

- I. All meals except bed tea will be served in the dining hall.
- II. Catering arrangements are available for limited persons for lunch and dinner for official parties as per prescribed rates. The personal get-together of the offices / Departments/Faculty members can also be hosted as per the norms in the Guest House.
- III. No food will be served in the lounge.

Timings of Meal

Meals (other than bed tea) will be served on advance order during the following hours in the Dining hall.

Bed Tea(Room service)	6.30 a.m. to 7.30 a.m.
Breakfast	7.30 a.m. to 10.30 a.m.
Lunch	12.30 p.m. to 2.30 p.m.
Evening Tea	4.30 p.m. to 6.00 p.m.
Dinner	7.30 p.m. to 10.30 p.m.



COMMITTEE ROOM

Nehru House provides the facility of committee room for holding meeting/training programs/ lectures/seminars. No private programs will be allowed unless and until endorsed by department/permanent faculty/employee less than rank of Registrar/Asst. Registrar/ Asst. Professor/Section Officer Jamia Millia Islamia.



LOUNGE



Note:

Since Jamia is home to a large number of Centres in addition to different faculties, there is a great deal of pressure on the Nehru House for accommodation. In order to provide effective service to the entire Jamia fraternity, kindly make a note of the booking procedure in order to avoid any inconvenience.