

## UNIVERSITY OF MADRAS GUESTHOUSES



### Marina and HRDC Guesthouses at Marina Campus

The University of Madras has four guesthouses, which are located in Marina, Guindy and Taramani Campuses. The guesthouse adjacent to Marina Campus Red building is called “Marina International Guesthouse”, which has Air Conditioned Suites, Single and Double Occupancy rooms. The Human Resource Development Centre (HRDC) Guesthouse, located adjacent to the Marina Guesthouse, has a VIP Suite, Air Conditioned rooms (2 Nos.) and Non-Air Conditioned rooms (20 Nos.) for accommodating the resource persons and participants of Orientation and Refresher Courses coming from across the country. Additionally, the HRDC guesthouse has a mini-conference hall and kitchen with a dining hall. Both the Marina and HRDC guesthouses are located in Marina Campus, University of Madras, and are in close proximity to the Secretariat, Government of Tamil Nadu, as well as Central and Egmore Railway Stations. Also, these guesthouses are well connected with MRTS and public transport facilities for easy commuting from airports, seaports and other important destinations in the city.

### VIP Guesthouse at Guindy Campus

A VIP guesthouse at Guindy Campus is located adjacent to Anna Centenary Library (Kotturpuram Road), which is one of the important landmarks of Chennai. Earlier, it has been used as Vice-Chancellor’s Bungalow but has now been converted (without any major civil and structural alterations as it may be reverted back as VC’s Bungalow) into a guesthouse to provide accommodation for high profile dignitaries. This guesthouse, which also has a kitchen, dining hall and office rooms, is ideal for foreign dignitaries, Sir C.V. Raman Visiting Professors, scientists on exchange visits and experts from the UGC, NAAC, DST etc., and located at just about 10 minutes walking distance from the Guindy Campus, University of Madras, which houses important Science Departments.

### International Students Hostel at IBMS Taramani Campus

Students and scholars from overseas and invited speakers/participants for seminars, conferences, workshop, training programmes etc., shall be accommodated in the International Students Hostel at Taramani Campus, which is well connected with MRTS and located within the Institute of Basic Medical Sciences (IBMS) of the University of Madras.

### Contact Details:

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## CATEGORY OF GUESTS

The guests are categorized into **three** classes:  
Official – A & B; Non-Official – C

Category	Eligibility	Authority & Payment
<b>A</b>	<b>A1:</b> Members of Syndicate, Senate and Academic Council from outside Chennai and special invitees for attending academic/administrative work of the University.	Vice-Chancellor/Registrar
	<b>A2:</b> Experts from UGC/ICSSR/NAAC/AICTE and members of other central government academic/research support organizations invited by the University.	Vice-Chancellor/Registrar
	<b>A3:</b> Any other invitee from other state educational/research organizations invited by the University.	Vice-Chancellor/Registrar
	<b>A4:</b> Participants of HRDC courses.	Director, HRDC
<b>B</b>	<b>B1:</b> Project Evaluation Experts/Examination Duty/other experts/resource persons for short-term courses and workshops.	Registrar/Controller of Examinations/HOD/Principal Investigators
	<b>B2:</b> Chief guests/plenary speakers for conferences/seminars/workshops/symposia/training programmes.	Registrar/Organizing Secretary/HOD
	<b>B3:</b> Sir C.V. Raman Visiting Professors/Foreign Scientists on exchange visits	Registrar/Organizer/HOD
	<b>B4:</b> Resource Persons of HRDC courses	Director, HRDC
<b>C</b>	<b>C1:</b> Participants of seminars/conferences/workshop/sports events/cultural events/job fairs	Director/Dean/HOD/Organizer
	<b>C2:</b> Alumni/retired staff of the University of Madras	Staff/Faculty member of the University
	<b>C3:</b> All other academic related visitors/Requests from other academic institutions on special occasions.	Staff/Faculty member of the University
	<b>C4:</b> Students'/scholars' parents coming for admission, counseling, parents-teachers meetings etc	HOD/Campus Directors/Faculty member of the University

## RESERVATION/BOOKING PROCEDURE

- Reservation of accommodation shall be done based ONLY on the receipt of duly endorsed/forwarded accommodation request form by the Director-Guesthouses at least 5 working days in advance. Endorsement of reservation form by the concerned local contact in the University (Faculty/Staff) with required details is mandatory to book accommodation. Incomplete reservation form will not be accepted for accommodation booking.
- Confirmation shall be intimated by the Director/Manager after two working days on the receipt of the duly endorsed/forwarded accommodation request form. Guest may request for confirmation of booking in case no confirmation is received either by email/SMS/phone.
- Accommodation for a day is valid for 24 hours after check-in. However, booking will be cancelled, if not occupied within 6 hours of the specified time indicated in the requisition form. Long distance guests can reserve the accommodation either a day in advance or a day after the meeting.
- Guests will be allowed to stay for maximum of three to four days only. Food shall be arranged on request and payment as per their preferences through the guesthouse in-charge staff.

### Check-In/Check Out

- Twenty-four hours from the time of check-in.
- The guest may check in at any time. However, for accounting, a day means 24 hours from the time of occupation/arrival.
- If the guest stays beyond 8 hours and up to 12 hours, half a day charge will be billed; for stay beyond 12 hours, full day charge will be made.
- Payments towards room rent shall be paid as Demand Draft/Cheque in favour of the “**REGISTRAR, MADRAS UNIVERSITY GUESTHOUSES**”. Official receipts will be provided for all payments made.

### Duration of stay

- The duration of stay of the guest should not exceed the days of the official meeting. One day before or one day after the meeting will be charged at official rates. Any extension will be charged at full rates. In exceptional cases, more than one-week stay may be granted subject to the prior approval of the Vice-Chancellor/Registrar.
- Sir C.V. Raman Visiting Professors shall be permitted to stay one day before and one day after the duration of their tenure.
- The allotment of rooms shall be strictly in the order of preference mentioned above.
- The management of guesthouse may at its discretion, cancel a booking or offer alternate accommodation as fixed by the concerned authority.

### Cancellation of Booking

- The concerned person/section/department/centre should inform the Guest House in-charge preferably through e-mail/writing or over phone, as early as possible, about the cancellation of the bookings.
- The University reserves the right to cancel or refuse accommodation, if it is not satisfied that the stay of such person(s) is not in the interest of the University or for any other reason.
- Cancellation shall be done at least one day in advance.

**TARIFF with effect from 17-01-2018**

**Marina Guesthouse**

<b>Room Tariff per day (in INR)</b>			
<b>Room Type</b>	<b>Category of Guest</b>		
	<b>A*</b>	<b>B</b>	<b>C</b>
Non-AC Twin Sharing (each person)	200	400	600
AC - Single	500	700	1000
AC- Twin Sharing (each person)	400	800	1500
Suite (Only two persons)	750	1500	2500

*\* Tariff is applicable only for participation in official meetings of the University (number of days of official work plus one day before or one day after the meeting); otherwise, tariff will be applicable on par with Category "B"*

**UGC-HRDC Guesthouse at Marina Campus**

<b>Room Tariff per day (in INR)</b>			
<b>Room Type</b>	<b>Category of Guest</b>		
	<b>UGC-HRDC Participants</b>	<b>UGC-HRDC Resource Persons/Official Guests under Category B</b>	<b>C</b>
Non-AC (Twin Sharing)	250/person*	400/person	600
AC - Single	500	700	1000
AC- Twin Sharing (each person)	600	800	1500
Suite (Only two persons)	750	1500	2500

*\* If DA is paid to the participants of the programme, they have to pay Rs.250/person as room rent; otherwise, they need to pay Rs.150/ person as room rent.*

**VIP Guesthouse at Guindy Campus**

<b>Room Tariff per day (in INR)</b>			
<b>Room Type</b>	<b>Category of Guest</b>		
	<b>A</b>	<b>B</b>	<b>C</b>
AC – Suite (Single)	500	700	NA
AC – Suite (Twin Sharing) per person	400	800	NA

**International Students Hostel at Taramani Campus**

<b>Room Tariff per day (in INR)</b>			
<b>Room Type</b>	<b>Category of Guest</b>		
	<b>A</b>	<b>B</b>	<b>C</b>
Non-AC (Single)	NA	200	300

## PAYMENTS

- Payments towards room rent shall be paid as Demand Draft/Cheque in favour of the “**REGISTRAR, MADRAS UNIVERSITY GUESTHOUSES**”. Bills must be cleared during office hours i.e. 09.00 a.m. to 05.00 p.m. on working days. In case, a guest needs to leave on a Saturday/ Sunday or any other public holiday, the payments should be made a day earlier through online/cheque/demand draft. The concerned local contact (Faculty/Staff) in the University will also be responsible for the payment of dues.
- Payment shall be made against the official receipt. Confirmation of the reservation of Non-Official category will be done only on 50% advance payment of room rent through the local contact (Faculty/Staff) in the University after the confirmation of booking.

## GENERAL INSTRUCTIONS

- Accommodation shall not be claimed as a matter of right.
- The guest must sign in the register before check-in and check-out WITH ID proof (Aadhar, Voter’s ID, valid Driving License, Government Service ID, Industry ID). Without proper ID, the reserved accommodation shall be DENIED/CANCELLED by the Guesthouse staff while check-in.
- Check-in and check-out is 24 hours from the time of arrival. The guest may check-in at any time. However, for the purpose of accounting, it means 24 hours from the time of occupation/arrival. If the guest stays beyond 8 hours and up to 12 hours half a day charge will be billed; if the stay is beyond 12 hours, full day charge will be made
- Foreign nationals SHOULD submit a copy of passport and visa pages while check-in and also produce the original for verification and return by the Guesthouse staff/Manager/Director.
- Guests leaving rooms shall leave the room key with the front office for cleaning and other maintenance works. However, the University SHALL NOT BE responsible for any loss of or damage to the belongings of the occupant during his/her stay in the guesthouse.
- Visitors for the guests residing in the guesthouse are allowed from 6.00 a.m. to 10.00 p.m. only. Visitor(s) coming to see the guest have to make entries in the register.
- 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.
- Any damage or loss to the guesthouse will be subject to a fine which would be paid by the guest.
- Gambling, smoking and liquor consumption in any form or unlawful behaviour is strictly prohibited inside the guesthouse.
- All electrical appliances like fans, lights, air-conditioners, geysers etc. should be switched off while not in the room.
- In case of violation of the above regulations or any misconduct as deemed to cause inconvenience or discomfort to others, the University reserves the right to ask the guest to leave.
- In case of emergency due to heavy booking, a single occupant of the room may be asked to share the accommodation with another guest.
- All Departments must pay guesthouse bills within a month. If any Department or any individual sponsored by the Departments does not clear the bills within the stipulated period, the guesthouse will not make any bookings until the bills are cleared by the Department/individual.
- Guest suggestions/complaints, if any, may be made in the Suggestion Register.

**UNIVERSITY OF MADRAS**  
**ROOM RESERVATION REQUEST FORM**

Name of the Guest	Designation	Office Address

Guest Contact Details	Guest Identity Proof Details*
Email:  Mobile:                      Phone:	AADHAR/DRIVING LICENCE/PAN/GOVT. IDENTITY CARD/PASSPORT

\* Copy of Identify Proof should be attached

Period of Stay	Arrival & Departure Details
Arrival Date:                      Time:  Departure Date:                      Time:	Arrival by:  Departure by:

Purpose of Visit**	Details of Local Contact (Faculty/Staff)
	Name:  Designation:                      Dept:  Mobile:                              Email:

\*\* Attach copy of official invitation letter/programme invitation. Passport and visa pages are mandatory for foreign nationals.

Type of Accommodation Requested					
Guesthouse: Marina/HRDC/VIP-Guindy/Intl. Hostel-Taramani					
VIP Suite:	Suite:	AC Single:	AC Twin Sharing:	Non AC Twin:	Non AC Single:

Advance Amount Payment details
Online/Cheque/Demand Draft details:

**DECLARATION**

I/We agree to abide by the rules and regulations of the University of Madras pertaining to guesthouses.

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**Local Contact Signature with Date**

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**Signature of the Guest with Date**

**Approval by the Director**