**RULES FOR TEMPORARY ALLOTMENT OF ROOMS IN THE AMU MURSHIDABAD CENTRE GUEST HOUSE**

The Centre Guest House provides accommodation & services to the Guest of the University who come to Murshidabad for official & academic purpose. The Centre at its discretion may extend the facility to its staff/students for private use provided (i) accommodation is available and (ii) the following rules are full-filled. The application form may be downloaded from Centre Website (www.amu.ac.in/murshidabad/)

<table>
<thead>
<tr>
<th>Rule</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Application form will be entertained before seven (7) days from the date of booking.</td>
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<tr>
<td>2</td>
<td>Usually Application for the booking of Room shall be submitted at least five days before the date of booking.</td>
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<tr>
<td>3</td>
<td>Photocopy of University Identity card must be submitted along with this application form.</td>
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<td>4</td>
<td>Only Real Parents, real Brother, Real Sister, of the University Students are entitled for rooms in Centre Guest House.</td>
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<tr>
<td>5</td>
<td>The allotment shall be done for a maximum of 03 Rooms for maximum 03 days which may be extended only once for three more days subject to availability of rooms and clearance of previous account charges, if any.</td>
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<tr>
<td>6</td>
<td>The Applicant shall be solely responsible for all the Guest House charges &amp; has to deposit one day advance rent at the time of Booking. The advance amount is non-refundable.</td>
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<tr>
<td>7</td>
<td>In Personal booking Guest House charges must be cleared at the time of checking out the rooms. <strong>Payment must be paid either by Guest or Applicant.</strong></td>
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<tr>
<td>8</td>
<td>The keys of the room shall be handed over to the Office after clearing of the bill(s) while checking out.</td>
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<tr>
<td>9</td>
<td>Centre reserves the rights to cancel the booking without assigning any reason.</td>
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<tr>
<td>10</td>
<td>Maximum 03 rooms may be allotted for the participants of International / National Conference/ workshop/ Symposium subject to availability.</td>
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<tr>
<td>11</td>
<td>Smoking is banned in the Guest House premises. Explosive items/ highly inflammable/articles/ Alcoholic beverage &amp; pets shall not be allowed to be kept in the room.</td>
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<tr>
<td>12</td>
<td>The Guest House belongings provided in the room must be kept intact and proper handling should be ensured by the guest during his stay/ in case of damage/loss, if any, due to mishandling the same will be borne by the occupant/applicant.</td>
</tr>
</tbody>
</table>
Guest House Application Form  
Aligarh Muslim University, Murshidabad Centre, W.B.

To,
The Director
Aligarh Muslim University Murshidabad Centre
Jangipur Barrage (Ahiron)
Murshidabad, West Bengal

Request for Allotment of Room(s) in Guest House

1. Name of the Guest …………………………………………………………………………
2. Father’s/ Husband’s Name ………………………………………………………………
3. Gender (M/F) …………. Age …………..
4. Mobile No. of Guest/Applicant………………………………………………………
5. Full address of the Guest ………………………………………………………………………
6. Nationality of the Guest ………….. No. of Room Required …………..
7. Purpose of Visit of Guest ………………………………………………………………………
8. Date & Time of Arrival: Date ………………… Time …………………
9. Date & Time of Departure: Date ………………… Time …………………
10. Photo ID of Guest ………………… Bearing No ……………………………
11. Payment will be made by the: Guest/ Applicant ………………………………………

***Note: photo ID of Guest is compulsory at the time of check in.

Name of Applicant …………………………… Relation with Applicant …………………
Designation/ Dept …………………………… Mob. No …………………
Room No./Hall/Hostel …………………………… I.D. proof ……………………………
Enrolment No ……………………………
Signature of Application ……………………………

Forwarded by the Director                                                    Forwarded by the Provost
(For Students)

Approved Room Rent (02 Rooms are AC & 01 room is Non AC) Rent per day is Rs …………..
Receipt No. ……………………………
Note: Room Rent: Double Bedded AC Room – Rs. 800/day and Double Bedded Non-AC Room
Rs. 500/day. Check-out time 12 noon

For official use only

Remarks

Report of Dealing Assistant                                                    In-Charge
Management Committee