

Regulations For University's Guest House



The Women University Multan

UNIVERSITY GUEST HOUSE RULES



**The Women University Multan
(Pakistan)**

LIST OF ROOMS AT UNIVERSITY GUEST HOUSE (NEW CAMPUS)

1. Executive Suits for Guest (01 Bed Room with attached Sitting Room)	04Nos.
2. Guest Rooms (with Double Bed)	11Nos.
3. Admin /Warden Room	01No.
4. Room / Store	01No.
5. Kitchen Staff Room	01No.
6. Drivers Rest Rooms (Outside Guest House)	02Nos.
7. Mess Hall	01No.
8. Prayer / Wazoo Room	01No.
9. Pentry	01No.

GUEST HOUSE

LIST OF ROOMS AT UNIVERSITY GUEST HOUSE /FACULTY HOSTEL-I & II (OLD CAMPUS)

GUEST HOUSE /FACULTY HOSTEL-I

Ground Floor [Total Rooms – 06 (05 Rooms & 01 Dining & Sitting Room)] All the rooms available on the ground floor are set for External Guests Only **First Floor** [Total Rooms – 06]

FACULTY HOSTEL-II [Total Rooms – 07]



ASTAN
ARCHITECTURE
100/100/100
100/100/100
100/100/100

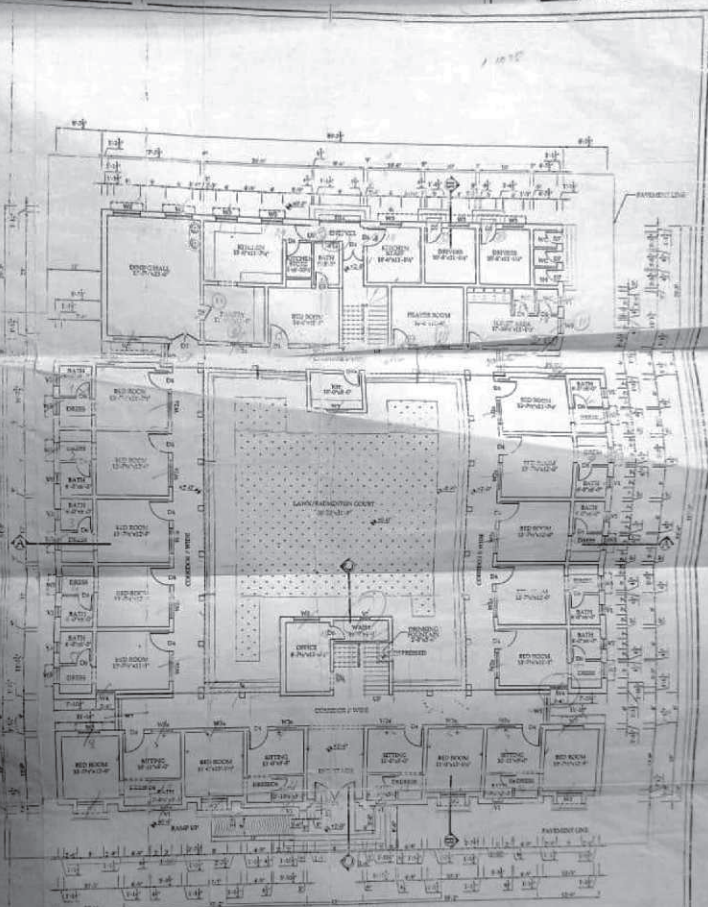
INDUSTRIAL ZONE
100/100/100

WOMEN'S PLAN
MILITARY
E/C/100/100/100

INDUSTRIAL ZONE
100/100/100

WOMEN'S PLAN
GROUND FLOOR

INDUSTRIAL ZONE
100/100/100



WORKING PLAN
GROUND FLOOR

SCALE: 1/4" = 1'-0"



UNIVERSITY GUEST HOUSE RULES

Definitions:

- i. “Accommodation” means residential accommodation owned or hired by (WUM) The Women University Multan in Old (Katchehry) & New (Mattital) Campus.
- ii. “Allocation” means WUM guests (internal/external) hosted by University faculty member /admin staff in official /private capacity possessing a valid allocation letter duly recommended by the Incharge Guest House after approval by the Vice Chancellor for accommodation in the University Guest House.
- iii. “Allotment” means WUM faculty member/admin staff possessing a valid allotment letter duly issued by the House Allotment Committee after approval by the Vice Chancellor for accommodation in the occupation.
- iv. “Entitlement” means the entitlement to accommodation as specified by the House Allotment Committee.
- v. “Employee” means any faculty member /admin staff working on a regular or contract basis in The Women University Multan.
- vi. “Eligibility” Provision of faculty hostel residence only for the female faculty and admin staff provided by the University as precise by House Allotment Committee. The University reserves the right to cancel the allotment on violation of rules/regulations in vogue.
- vii. “Rent” means the rent calculated at the rate of 5% of the monthly pay of the (WUM) employee and other amount prescribed by the Govt of Punjab as per entitlement or as fixed from time to time by WUM.

- viii. “Services” means Electricity, Water and Gas Supply (Sub member will be installed at the room of the allottee in case of installation of extra facilities i.e. AC / Room Cooler and monitor electrical consumption on monthly basis.
- ix. “Unauthorized Occupant” means a faculty member /employee whose allotment is no longer valid under rules constituted by the House Allotment Committee.
- x. “Eligible Person” means the faculty member/admin staff member working in the WUM.
- xi. “Sub-letting” means includes sharing of the accommodation by the allottee with another person (any sharing of accommodation by an allottee with close relations shall not be deemed to be sub-letting.

GENERAL RULES FOR UNIVERSITY GUEST HOUSE

Rules Governing the Allocation of room in Guest House at the Women University Multan (Old & New Campus).

- 1) These rules apply to Guest House at The Women University Multan (Old & New Campus) and shall come into force with immediate effect. In these rules:
 - “University” means The Women University Multan.
 - “Summer” means the period from 15th April to 14th October.
 - “Winter” means the period from 15th October to 14th April.
- 2) Allocation is provided by the University primarily for the Convenience of its visiting guests and the allocation of the rooms is to be made by the [Incharge Guest House, subject to the availability reported by Supervisor Guest House and on the recommendations of concerned Authority through Registrar, who, however, reserve the right to cancel the allocation already made in case of an emergency].

3) Allocation of executive suits/guest rooms will be made according to the following priority:

- i) Special Guests / Ministers / Secretaries and other Officials from Govt. of the Punjab and Pakistan and other State Institutions for attending the events/ceremonies and other official assignments.
- ii) Visiting teaching staff/executives from abroad.
- iii) Visiting teaching staff from other Universities /Colleges of Punjab /Pakistan.
- iv) Visiting staff other than the teaching staff of Pakistani Universities /Colleges.
- v) Any other person specially allowed by the Vice Chancellor to stay in the executive suits /guest room.

4) The reservation of accommodation in the Guest Room shall, ordinarily, be made by the Incharge Guest House on the recommendation of concerned authority through Registrar and on the approval of Vice Chancellor up to one week in the first instance, which may be extended by an additional for two weeks.

5) As an exception to the provisions of Rule 4 above, the Vice Chancellor may permit an allocatee/resident to remain in occupation of a guest room for a period up to three weeks. The rates per day in the executive suits /guest rooms shall be as given below: -

- a) Executive Suits (double bedroom withdrawing room)

Rs.3000/- per day

- b) Guest Room (double bed room)

Rs.1500/- per day

6) No electric fittings such as refrigerators, electric irons, electric kettles shall be permitted to be used. For use of such special appliances, however, special permission of the Vice Chancellor through Incharge Guest House shall be taken and

rates got fixed before use.

- 7) The University shall not be under obligation to make boarding arrangements for the allocatee/resident of the room.
- 8) Proforma with the application for room allocation shall be submitted by the host/guest personally to the Incharge Guest House (Senior Faculty Member, appointed by Vice Chancellor for three years) separately for rent and food. Bills shall be payable, in the case of long stayed guests in advance or as the Authority deems appropriate and in the case of casual visitors once a week or at the time of their departure.
- 9) For any damages done to the equipment and furnishings recovery will be made along with the bills at full current market rates and replacement will be made therefrom.
- 10) The liability of room rent will commence from the beginning of the period of allocation or the date of occupation whichever is earlier. After the Incharge, Guest House, is satisfied that the rooms are not likely to be occupied from the dates these are resumed, she may direct the intending occupant to deposit in advance the room rent for the period up to 3 days and if the room is not occupied within 3 days from the date it is reserved, the reservation shall stand automatically canceled and the room can be allotted to somebody else after these 3 days. Any advance rent deposited for these 3 days shall not be refundable.
- 11) Each room will as far as possible be furnished as follows: -
 - i) Office table with chair
 - ii) Central table and 2 peg tables
 - iii) Carpet /Durries of the required size
 - iv) One /two beds with one /two mattresses as the case may be or two beds with 2 mattresses.

- v) Almirah, part hanging part with shelves
- vi) Two easy chairs
- vii) One Flower vase
- viii) One Ash Tray
- ix) One /two bedside tables

The following linen pieces shall be provided for each bed:

- | | | |
|------|------------------|----|
| i) | Blankets | 02 |
| ii) | Bed sheet | 01 |
| iii) | Pillow with case | 01 |

The following shall be provided in each bath-room: -

- | | | |
|-----|-------------|----|
| i) | Bath towels | 02 |
| ii) | Hand towels | 02 |

Excepting blankets and pillows, the linen shall be changed every three days or whenever a new occupant arrives.

- 12) No pet animal or bird can be kept in the guest rooms, except in special cases with the prior approval of the Incharge, Guest House on the specific condition that other residents do not object to the pet being so kept.
- 13) No tips shall be given to employees and employees shall not accept tips.
- 14) The University, however, reserves the right to get the room vacated on three days to notice if the rooms are required by it or for any other reason.
- 15) The Vice Chancellor shall have the powers to amend or modify these rules as and when considered necessary.
- 16) The following relatives (if allowed by the Authority) of an employee may live with the guest in the room allocated in the University Guest House not more than one week: -

- i. Parents
 - ii. Husband / Wife
 - iii. Sisters and Brothers
 - iv. Kids being a married person
- 17) Before a room is vacated, the resident will inform the Guest House Administration to fix the time and date to take possession physically. The resident will remain to pay rent till physical possession of the room is handed over to the Guest House Administration.
- 18) On receipt of an allocation proforma from the Guest House Administration a resident shall take over possession of the room within 5 days of allocation and sign the inventory proforma failing which the reservation shall automatically cancel.
- 19) Guest House Administration shall hand over room to the reserver of room and submit one copy report through an office note letter to the following offices: -
- i. Vice Chancellor's Office
 - ii. Registrar's Office
 - iii. Security Officer concerned
 - iv. Estate Officer Concerned Office
 - v. Respective Department
- 20) The Treasurer office shall open an account as titled for University Guest House receipts /deposits or notify the already existed University Account for the same and manage the record of receipts. The income /receipts shall be of 60:40 percent ratio for University and Guest House respectively.

The Guest House shall manage its daily expenses, wear & tear, refreshments /mess expense, and other necessary expenses from its 40% share after getting approval by the Vice Chancellor.

- 21) At the time of handing over of room to the Supervisor Guest House, the resident shall also be liable to pay for any loss /damage to the fixture, furniture, fitting, and room beyond normal wear and tear as per damage voucher issued by University Guest House Administration.
- 22) No one employee (host /guest) will occupy a room in University Guest House without proper allocation from the Guest House Administration. A person occupying a room without proper allocation /procedure in her/his name will be liable to suitable disciplinary action along with the person with whose connivance the occupation has been made.
- 23) The Vice Chancellor is the sole authority to allot out of turn accommodation based on the recommendation of Incharge Guest House through Registrar, Chairperson / Dean of the Department /Faculty respectively.
- 24) A room in each category may be kept on the emergency pool to cater for allotment in emergent / extreme compassionate cases.

The allocation of emergency pool accommodation will be done solely by the Vice Chancellor.

Emergency pool accommodation will be allocated for a period up to two (02) weeks only which can be extended up to a maximum of three (03) weeks.

- 25) The room will be vacated and handed over to the Guest House Administration properly and physically as per instructions issued by Authority.
- 26) No addition or alteration will be made in the room by the

occupant.

- 27) After termination of services /completion of event / official assignment, the resident will have no right to retain accommodation in her possession not exceeding one (01) day. If the accommodation is not vacated and handed over immediately, the University Guest House Administration will expel the allottee from the room, or through a legal process, if necessary.
- 28) Inflammable items such as gas cylinders will not be kept in the room. If found allocation will be canceled immediately.
- 29) Double room accommodation will be placed out of bounds for two persons only no other guest/relative/friend will be brought in the room.
- 30) Any occupant found guilty of misconduct / addicted to narcotics or involved in any anti-social/state activities will be liable to cancellation of allocation and termination from the university as per disciplinary action and rules/regulations of the University in vogue.
- 31) A quarterly inspection of all occupied and unoccupied rooms will be carried out by the University Guest House Administration, damages and discrepancies through unfair wear and tear. If any shall be made good at the cost of an occupant. Also, no furniture /fixture will be removed which has been handed over to the occupant.
- 32) Care and custody of the faculty members will be the responsibility of the University Guest House Administration in all respect.
- 33) Infringement of the above rules shall entail the cancellation of allocation and eviction from the estate.

PROCEDURE FOR ALLOCATION OF ROOM IN THE GUEST HOUSE

The following procedure is followed for the allocation of a room in the Guest House: -

- 1) Applications shall be available at the office of Supervisor Guest House for the demand of the room by the host/guest for official as well as private purposes. The allocation of room for purpose of personal use shall be subject to the availability of rooms and the host/guest have no right to enforce for a room.
- 2) The applications received within the given period (before 24 hours) are only considered by the Guest House Administration through Registrar Office.
- 3) The Incharge Guest House formulates its recommendations for the allocation of a room based on the criteria which are already established or determined by the Authority.
- 4) The Guest House Administration shall make recommendations only according to the number of rooms available for allocation and no name will be placed on the waiting list.
- 5) The allocation proforma is issued to the host/guest having been recommended by the concerned authority for the allocation of the room and approved by the Vice Chancellor.
- 6) The host/guest, after the receipt of the allocation proforma, secures the key of the room from the Supervisor Guest House and takes possession of the room after signing the necessary document [proforma available at the offices of Guest House (Old & New Campus) and Registrar Office] regarding taking over of the inventory of the room.
- 7) The host/guest has to take possession of the room within the given period. However, if the circumstances so warrant he may seek an extension in the period for taking possession of

- the room which will be put up to the Vice Chancellor for approval /decision through Incharge Guest House /Registrar.
- 8) In case the host/guest is unwilling to avail the room, then this matter may be reported to the Incharge University Guest House before taking possession who may order the cancellation of the allocation of the room.
 - 9) Application on the prescribed form for the allocation of a room at the University Guest House shall be addressed to the Incharge Guest House through Supervisor Guest House. The applications will be considered by the University Guest House Administration whenever rooms are available for allocation.
 - 10) Category-wise /entitlement-wise priority lists shall be maintained for the allocation of rooms at University Guest House by the Supervisor Guest House.
 - 11) The Vice Chancellor shall ordinarily decide all questions arising regarding the interpretation of any provisions of these rules.
 - 12) An complaint against the behavior of University Guest House Staff and as regard allocation of a room shall be made to the Vice Chancellor through Incharge Guest House, whose decision shall be final.
 - 13) In case of serious damages caused to the property of the University Guest House, full damages will be claimed.
 - 14) Arrangements for refreshment to be served to the resident will be made at Mess Hall of the Guest House only. Room service shall not be allowed.

Following things are not allowed in Guest Rooms: -

- a. Eatable Items
- b. Flammable items/materials
- c. Smoking

- 15) The Vice Chancellor shall have the power to amend or modify these procedures /rules on the recommendations of the Incharge Guest House as and when deemed necessary.

**RATES OF EXECUTIVE SUITS / GUEST ROOMS
(SINGLE / DOUBLE BEDROOMS) AT UNIVERSITY
GUEST HOUSE**

1) Executive Suits / Executive Room (Double Bed Room with Drawing Room):

- i. Rs.3000/- per day for external/internal users interested in getting Executive Suits / Executive Rooms at Guest House (Old & New Campus). The Vice Chancellor has the sole power to allocate the executive suits/executive rooms to the special guest of the Govt of the Punjab / Pakistan or HED / HEC / PHEC without room rent/charges.

2) Guest Rooms (Double Bed):

- i. Rs.1500/- per day for external/internal users interested in getting guest rooms (double bed) for single /double accommodation at University Guest House (Old & New Campus).
- ii. The room hiring amount will be deposited in University Guest House Account No._____.
- iii. The confirmation by the concerned Incharge, Guest House, will be necessary for internal use. However, the approval of the Vice Chancellor must be forthcoming for the external users with the request.
- iv. The Vice Chancellor shall have the power to allow free of cost for external/internal users in some special cases.



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