

## **Tathagat International Centre (Guest House)**

Tathagat International Centre is situated near the Administrative Building in the Siddharth University, Kapilvastu, Siddharth Nagar Campus. It possesses 02 VVIP Suites, 02 VIP Suites, 18 Ordinary A/C, Community Hall, Dormitory, Kitchen and Dining Hall meant for use to the University and official guests, participants of Seminars / Workshops / Symposia / Conferences / Meetings / Training programmes, etc., organized by the University / Faculty / Departments / Centers as well as funding agencies.

### **I. ELIGIBILITY FOR AVAILING SERVICES/FACILITIES**

Accommodation/other facilities of the Faculty Guest House shall be made available to the following categories:

- i. Siddharth University, Kapilvastu, Siddharth Nagar (SUKSN)
- ii. Special invitees for specific SUKSN events
- iii. Newly appointed faculty members (for a limited period)
- iv. Officials / guests who come for official duty to SUKSN.
- v. Parents of students coming from distant places on the recommendation of the Hostel Warden concerned.
- vi. Any other guests as approved by the Registrar / In-charge.

### **II. FACILITIES PROVIDED**

The Tathagat International Centre provides the following facilities:

- i. Rooms for accommodation
- ii. Community Hall for conducting of meetings, functions etc.,
- iii. Kitchen and dining hall

### **III. BOOKING PROCEDURE**

1. Booking of room(s) / other facilities shall be made by filling the prescribed form and submitting it to the Tathagat International Centre In-charge in advance (preferably before 2 days). The allotment of rooms / other facilities thereof shall be generally made on the "first come, first serve" basis subject to the availability.
2. Accommodation in the Tathagat International Centre may be provided to a maximum of three days. In exceptional cases, the extension may be granted subject to availability of rooms by the Tathagat International Centre. Application seeking Extension shall be made at least 24 hours in advance.
3. Foreigners shall submit copies of their Passports and Visas.

### **IV. CHECK-IN/CHECK OUT**

Check out time is for 24 hours from the time of arrival. The Guest may check in at any time. However, for the purpose of accounting, a day means 24 hours from the time of occupation/arrival. After 24 hours, the fraction of day will be counted as half a day, if it is below 12 hours and it will be counted as one day, if it is beyond 12 hours.

### **V. CANCELLATION OF BOOKING**

Cancellation, if any, shall be made at least 24 hours in advance. If no cancellation is made in time, the guest(s) / person(s) who did booking shall have to pay the prescribed rent.

## **VI. GENERAL RULES**

1. Accommodation shall not be claimed as a matter of right.
2. The University reserves the right to cancel or refuse accommodation.
3. Provisional booking is liable to be cancelled without assigning any reason.
4. The Tathagat International Centre is not responsible for valuable items of the guest(s) kept in the rooms.
5. Newly appointed staff of the institute may be provided accommodation for a maximum period of seven days. The extension of the facility is subject to prior approval of the Registrar.
6. The Guest(s) shall not accommodate any additional member(s) in the room.
7. Guest leaving room may deposit the room key with the front office for cleaning and other maintenance works.
8. The use of alcoholic beverages, non-vegetarian food items, smoking etc., in the Tathagat International Centre premises is strictly prohibited.
9. The occupants shall have to maintain peace and tranquility in the Tathagat International Centre complex.
10. Drying of clothes on the verandah or balcony or any areas other than those specified for the purpose is not allowed.
11. Cleanliness must be maintained in and around the Tathagat International Centre.
12. All dues shall be cleared before departure during office hours 10.00 a.m. – 5.00 p.m. and obtain official receipts for payments made.
13. Payment is accepted only by cash. Credit/debit cards are not accepted.
14. Visitor(s) coming to see the guest staying in the Tathagat International Centre shall have to make entries in the register available with the Reception - Front Office.
15. Visitors of guests staying in Tathagat International Centre are allowed between 10.00 a.m. and 8.00 p.m. only.
16. The guests are requested to switch off the lights, fans, and other electrical installations, close windows and lock their rooms when they go out.

17. Rooms should not be used for dining. Dining hall shall be used for dining purpose only.

18. Pets are not allowed in Tathagat International Centre.

19. Damaging of property or defacing any notice / poster / walls etc. of the FGH is illegal and liable for punishment.

20. Cooking in the room is not allowed.

21. Suggestions/complaints, if any, may be made in the Suggestion Register, kept in the Reception - Front Office.

22. The VVIP suites will be allotted only on the recommendation of Vice-Chancellor.

#### VI. **FOODING DETAILS**

<b>S.No.</b>	<b>Meal</b>	<b>Timings</b>	<b>Charges in Rs. Per diet</b>
01	Breakfast	08:30 a.m. – 10:30 a.m.	50
02	Lunch	01:00 p.m. – 03:00 p.m.	100
03	Dinner	08:00 p.m. – 10:00 p.m.	100

The tariff is subject to change at any time without notice.

Note:

- a. No charges for meals will be levied on guests authorized by the Vice-chancellor, Registrar and In-charge Tathagat International Centre.
- b. No charges for meals will be levied on Professors / Associate Professors / Assistant Professors visiting Siddharth University Kapilvastu, Siddharth Nagar for attending meetings and committees convened by the university.

## **VIII. TARIFF DETAILS**

<b>S.No.</b>	<b>Facility</b>	<b>Rent in Rs. Per day/Room</b>	<b>Maximum no. of occupants</b>
01	VVIP suite	5000	04
02	VIP suite	2000	02
03	Ordinary A / C Room	600	02
04	Dormitory	200	01
05	Kitchen with Dining Hall	1000	-
06	Dining Hall only	500	50

The tariff is subject to change at any time without notice.

**Note:**

a. 10% of the tariff will be charged towards rent, electricity and water charges, and 90% will be charged towards Tathagat International Centre maintenance.

b. While occupying the room(s) / other facilities, the applicant / guest should pay the entire tariff for the stay / use, as advance.

**IX. TATHAGAT INTERNATIONAL CENTRE MANAGEMENT COMMITTEE (TICMC) (Ex-Officio)**

1. Vice - Chancellor	-	Chairperson
2. Two Senior most Deans (by rotation for two years)	-	Member
3. Finance Officer	-	Member
4. Registrar	-	Member
5. Controller of Examinations	-	Member
6. Tathagat International Centre In-charge	-	Member & Convener

**X. THE TICMC SHALL HAVE THE FOLLOWING POWERS:**

- ❖ Approval of proposals of capital nature for submission to the Registrar & the Vice Chancellor for financial approval.
- ❖ Approval of the appointment of Tathagat International Centre staff, salary and relax age and qualification of the Tathagat International Centre staff.
- ❖ Supervise and guide the Tathagat International Centre administration.
- ❖ Approve the annual budget and audit reports of the Tathagat International Centre, establishment charges & accounts.
- ❖ Constitute various committees based on need and requirements for the management of Tathagat International Centre as and when necessity arises.
- ❖ The meeting of the TICMC shall be convened once in three months. When necessity arises on approval of Vice – Chancellor, the meeting will be convened at any time. The Vice – Chancellor will preside over the meeting. In the absence of the Vice – Chancellor, the Registrar is authorized to conduct the meeting. The minutes of the meeting will be prepared with the approval of the members of the committee and submitted to the Vice – Chancellor for approval / ratification. The Vice – Chancellor may nominate special invitee(s), if required, for any meeting of the TICMC.



**SIDDHARTH UNIVERSITY, KAPILVASTU SIDDHARTH NAGAR  
GUEST HOUSE**

**APPLICATION FOR THE STAY IN THE TATHAGAT INTERNATIONAL CENTRE/UNIVERSITY  
GUEST HOUSE**

- 1. Name of the Guest (In Block letters) .....
- 2. Designation with full address .....
- 3. Name (s) of person(s) accompanying the guest and relationship with the guest  
1.....  
2.....
- 4. Purpose of Visit Official / Un Official
- 5. Date and time of arrival .....
- 6. Date and time of Departure .....
- 7. Duration of stay (No. of days) .....

Dean/Director  
(SEAL)

Head of the Department  
(SEAL)

Full signature of the applicant

Name.....

Designation .....

Counter Sign by any teaching faculty of university in  
Case of non-Payment of applicant.



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