

## **Guest House Rules and Regulations**

- **Guest Rooms will be allotted by the PRO Unit only based on the request from individuals / Departments. Hence, it is requested to send the request in advance with Guest Room Booking form available in the TNAU website.**
- **Guest Rooms will not be allotted if request received through Whatapp message, phone call, SMS and email without guest house booking form.**
- Guests are requested to write all the details along with signature including mobile numbers while check in and checkout times.
- All rooms are double bedded. No individual can claim single occupancy in a double room, even if other rooms are vacant. Paying rent for two persons to stay single in a room is also not allowed.
- Permission letter from competent authority is compulsory for line department officials / employees.
- Handwritten letters with signature and seal of the head of office / higher authority in original is also accepted for urgent visit.
- Any discrepancy in this regard will be notified to the concerned Department head by the Registrar of the University.
- The visit of line department officials / employees without permission letter will be considered strictly as personal.
- For refreshment purpose, only two rooms will be allotted, one each for gents and ladies in mullai guest house only. TNAU staff / pensioners alone are eligible.
- Bulk accommodation for TNAU programmes (except 1969 Batch / South houses) can be provided upon special permission from the University.
- Private persons without any work in TNAU Coimbatore campus will not be given accommodation.
- Private organization employees on TNAU assigned works should get their accommodation form signed by the respective TNAU Department / office, to be submitted before vacating.
- The guest house managers have the right to check any rooms for suspicious activities. Occupants are requested to co-operate to maintain the decorum of the University.
- **Liquor and smoking are strictly prohibited** and if such items found inside the rooms, the inmates will be evicted by security office and the matter will be intimated by the Registrar to the respective department heads for further disciplinary action, as such activities are strictly prohibited inside educational institutions.
- Guests are requested to switch off the electricity and close all the water taps scrupulously.
- **Rs.400/- will be collected fine if the room keys are missed.**