

**Marwadi Education Foundation's Group of Institutions
TECHNICAL CAMPUS @ GAURIDAD**

11th September, 2012

CIRCULAR

Guest house/s & Hostel Accommodation charges/policy

We request reference to Guest House policy circular dated 1/8/2012 already mailed to all staff members last month. Having regard to requests from some corners to reduce rates/charges, the Management has considered the same to the best possible extent and the revised charges as stated herein below, which will be effective w.e.f.01/09/2012. We reproduce the salient terms of policy for reference of members

1. MEFGI offers Guest House Facility to senior staff/faculties based on the following terms and conditions mentioned here. Normally, it's called MEFGI Guest House Policy.
2. MEFGI reserves the right to decide for giving accommodation to anyone and no accommodation can be claimed as a matter of right or comparison. This facility shall be valid till allottee is engaged with MEFGI or earlier as per discretion of MEFGI Management
3. It shall be sole responsibility of occupants to pay charges as described in Annexure-A and to follow provisions of all the related rules.
4. Occupants are responsible to maintain the cleanliness and hygienic condition of allotted area. Decency in all respect conducive to good atmosphere would be maintained in the Guest House.
5. Normally the said facility is meant only for allottee and his/her family. No other outsiders will be allowed for accommodation in Guest House, unless specifically permitted by the MEFGI
6. It is being agreed and understood that allottee will be self-responsible for all aspects of care to be taken from joining of Guest House and MEFGI will not be responsible for any untoward incident like theft, burglary, accident, injury etc. in Guest House. Valuables items and/or money should be kept under safe custody. MEFGI will not be responsible for any loss/theft etc.
7. Allottee will use the said facility for residential accommodation purpose only. One cannot use it for any commercial purpose like conducting classes and manufacture and/or selling of any products in Guest House.
8. Allottee shall also ensure that if any person/s is engaged by him/her as home-maid the antecedents of workers are verified and they behave in an orderly manner and are not unruly to other staff members/neighbours
9. Allottee shall use the furniture or other equipments, which are provided by MEFGI, with reasonable care and prudence as if it is his/her own asset. In the event, the furniture or equipments are damaged or MEFGI incurs costs to repair the asset due to negligence on the part of user's side, allottee shall be responsible to pay/bear charges to be incurred/recovered.
10. Liquor Consumption, in any form, is strictly prohibited inside the Guest House and elsewhere surrounding area of Guest House.
11. Care may be taken to see that there is no wastage of water, electricity and other resources. The charges towards electricity and water consumption will have to be borne by allottee.

12. All electrical or electronics appliances like fan, tub-light, air-conditioners, geyser, refrigerator etc. should be switched off before leaving the room.
13. Vehicles of all kinds should be kept/ parked properly in the designated parking area.
14. Allottees are not entitled to bring unauthorized guest(s) to stay in the Guest House and such happening will make him debar from facilities with immediate effect.
15. Allottee shall further ensure that he/she does not harass sexually or otherwise, any person/s for any reason whatsoever. Be all informed that we do not encourage harassment/misconducts with fellow neighbour in Guest House and any such acts committed will be taken with a serious note and MEFGI shall initiate all necessary steps (departmental/civil or criminal) against a party committing such act. Allottee is to be bound by the Prevention of Sexual Harassment Policy [that is in accordance with Sexual Harassment of Women at their Work Place (Prevention) Bill, 2006]
16. Allottee is subject to above and other rules prescribed by MEFGI for smooth and civic conduct of residential services as provided herein above to their staff members Any Amendments to this Agreement shall be made and executed in writing by MEFGI.
- 18... MEFGI reserves right to revision and / or amendments in this rules & regulation

ANNEXURE – A : GUEST HOUSE CHARGES

Following are the charges of Guest Houses at Star Regency, Hostel Blocks and other locations decided by the management to be effective from 01/09/2012

1. STAR REGENCY & OTHER LOCATIONS

Single or Family Occupancy		Sharing Occupancy	
3BHK	2BHK	Single Room	Double Sharing
Rs.20,000	Rs.14,000	Rs.6,500	Rs.3,500

The above charges are for furnished accommodation. Electricity, Gas, water, tatasky and other utility bills to be paid extra on actual basis. Above charges include accommodation charges, housekeeping, security charges and common electricity bills.

2. ACCOMMODATION AT HOSTELS

Type	Single	Charges per person if shared by 2	Charges per person if shared by 3
Single Room	6000	3000	2000
1BH	8000	4000	3000
1BHK	9500	5500	4000
2BH	11500	6500	5000
2BHK	13500	7500	5500

The charges for accommodation other than star regency are based on calculation of facilities/values generally provided and include Rs.500 in above towards routine electricity charges (AC facilities not provided) for the block. If the block is having electric meter, the charges will be actual for block to be shared by occupants/allottee. If the block is having AC but not meter, there will be fixed RS.500 extra cost per person in room costing.

Issued per instructions dated 10/09/2012 from the Chairman sir, MEFGI


 SENIOR MANAGER (ADMIN)