

Marwadi Education Foundation's Group of Institutions

Guest House & Guest Accommodation Policy



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1. MEFGI offers Guest House/Guest Accommodation Facility to senior staff/faculties based on the following terms and conditions mentioned hereinbelow. Normally, it's called MEFGI Guest House Policy.
2. MEFGI reserves the right to decide for giving or not, 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 and acceptance of relinquishment of accommodation request from concerned staff by 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/regulations.
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. Occupants would keep the premises neat & clean at all the times. Occupants would use dustbins which are provided for the disposal of waste/unwanted items.
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. Valuable 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 kept on record for use in case of exigencies/pecuniarity and the maids 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

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the asset due to mishandling/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 and subject to report to his/her Dean, for further action, if any.
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 MEFGI has right to any amendment in the rules and regulation and it would be binding on allottee. The amendments would be placed on website and viewed on employee login
17. An allottee will be responsible for all routine maintenance required in allocated space and he will be required to surrender the facilities in the condition as it was while taking possession. Any damage to property during possession/occupancy, will be accountable to and will be borne by him/her.
18. If any employee who wants to leave Guest House, he/she will inform minimum 15 days before, in writing. If any employee leaves on in between any day of month, rent will be considered and recovered for full month.

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19. Accommodation provided by Management in Guest House, is for minimum 6 months commitment base. If any employee leaves within 6 months from date of accommodation allotment, 1 month rent cost will be deducted as penalty. Discretion to waive the same rests only with Vice Chairman/ Chairman sir.
20. As a part of its policy to equip the places with modern amenities, many places are provided with TVs and Dish connection, Airconditioners, electricity/gas connection etc. However the actual consumption charges for such facilities are to be borne by the occupants as advised and practiced in vogue. MEFGI pays FIRST month's cable connection charges, if new, as a goodwill gesture with installation of dish connection, however all future renewals are to be borne by the occupants.
21. We enclose a list as **Annexure - B** of such occupants and details of TATA SKY connection with request to kindly ensure to pay the renewal directly to service provider. This would also help individual to add some specific pack at extra cost as per their liking like Regional language channels/sports channel etc. Please keep TV/Audio volume at proper personal level without causing disturbances to others
22. As a part of security concern for person/properties of staff members allotted the accommodation by MEFGI in B-Star Regency, it has been decided by the Management to introduce control system on movement of visitors. Since the watchmen are changing and may not know each individual personally, with a view to have a safe check, it is also proposed to have a register for residents checking in after 11 p.m. to 5:00 a.m. We wish and appeal each one of the valued residents to kindly cooperate in proposed security measures in these common interest security steps. We have made relative registers available with the concerned watchman in B wing of Star Regency.
23. For the safety of residents and to disallow any unscrupulous person to sneak away and do damages to person/property or prestige of individuals/MEFGI, it is decided to shut down door to terrace from 9.30 p.m. to 6 a.m. and would be duty of watchman to ensure the compliance
24. Residents staying alone (Bachelors/family-away) are requested to maintain decorum of the apartment. All are requested to entertain their guests visiting for meeting/occasion celebration, in such a way that it does not result into inconvenience to any other resident. There could be surprise checks by Senior Officials/Top Management and anything not befitting the status of MEFGI employee, can be viewed very seriously by the Management.

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25. We do respect the maturity of each one of us and expect fullest co-operation in co-living.

26. MEFGI reserves right to revision and / or amendments in this rules & regulation

**Prepared by
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HR Officer**

**Verified by
M. R. Joshi
Asst. Vice President**

**Approved by
Chairman / Vice
Chairman**

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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 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 exclude 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.

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**ANNEXURE - B
TATA SKY RECHARGE**

Sub Location	TATA SKY ID No.	Recharge Date	Amt (Rs.)	Due Date
Star Regency B-105	1088651862	19/Sep/12	420	19/Oct/12
Star Regency B-106	1088652704	19/Sep/12	420	19/Oct/12
Star Regency B-107	1088653157	19/Sep/12	420	19/Oct/12
Star Regency B-205	1088653843	19/Sep/12	420	3/May/13
Star Regency B-206	1088654239	19/Sep/12	420	19/Oct/12
Star Regency B-207	1088654890	19/Sep/12	420	19/Oct/12
Star Regency B-208	1088655269	19/Sep/12	420	19/Oct/12
Star Regency B-305	1088657638	19/Sep/12	420	15/Oct/12
Star Regency B-306	1088655772	19/Sep/12	420	19/Oct/12
Star Regency B-307	1088658016	19/Sep/12	420	19/Oct/12
Star Regency B-405	1088644081	19/Sep/12	420	19/Oct/12
Star Regency B-406	1088656440	19/Sep/12	420	19/Oct/12
Star Regency B-407	1088656820	19/Sep/12	420	19/Oct/12
Star Regency B-408	1088657232	19/Sep/12	420	10/Nov/12
Total			5880	

You requested to directly contact to Mr. Hiteshbhai (94264 72246) for renewal/any TATASKY information.