



NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY
(An Institute of National Importance under MHRD Govt. of India)
KARAIKAL – 609 609

General Guidelines for usage of Guest house Room at NIT Puducherry

1. The permission to stay in the Guest House shall be subject to availability of accommodation.
2. The booking of the guest house rooms should be done in advance (two working days ahead).
3. The booking of the guest house can be done through the faculty/staff/student of NIT Puducherry only.
4. Booking/recommending authority will be responsible for the payment of guest house charges.
5. The guest can stay for a maximum period of seven days. It can be extended with the special permission from the concern authority.
6. The students of NITPY are not allowed to stay alone in the guest house. However they can stay along with their parents/guardians with the permission obtained from the concern authority.
7. With special permission from the concern authority, the students are permitted to stay alone in the guest house room.
8. Please switch off the Lights/TV/AC/Geysers before leaving the room.
9. Use dustbin for disposing garbage.
10. Luggage will be the guest's sole risk as to loss or damage from any cause.
11. Never leave any cash, jewellery, mobile phone or other valuables in the room. The Guest House Management is not responsible for any loss, theft, etc.
12. If any belongings/property of the Guest House are found damaged, the occupant is requested to report immediately or else fine will be charged as deemed fit.
13. Please do not remove or alter any equipment or fixtures of the guest house room.
14. Guest will be held responsible and will be charged as fixed by the concerned authority for any loss or damage to the guest room property caused by themselves, their friends, relatives or any person for whom they are responsible.
15. Visitors are particularly requested to lock the door of their rooms when going out or when going to bed. The NITPY will not in any way whatsoever be responsible for the loss of residents' goods or any property or damage thereof, or any other cause whatsoever, including theft.
16. Please do not bring Dogs or pets of any kind, Gunpowder or other explosives, unregistered firearms or swords and Illegal drugs or other articles, the possession of which is prohibited.
17. Gambling or other acts that are contrary to good morals or that cause an annoyance are strictly prohibited.
18. Using alcohol is strictly prohibited. If anyone is found, strict action will be taken.
19. Smoking inside the guest room is strictly prohibited including complete NITPY premises.
20. Storing of any article of combustible or hazardous nature, in guest room is strictly prohibited.
21. Cooking inside the guest house room is prohibited.
22. Please avoid playing loud music.
23. The NITPY reserves to itself the absolute right of admission to any person in the guest room and to request any guest to vacate his or her room at any moment without previous notice and without assigning any reason whatsoever, and the guest shall be bound to vacate when requested to do so. In default the management will be entitled to remove the luggage and belongings of the visitor from the room occupied by him or her and lock the room.

Kind co-operation is highly solicited.