

FILE NUMBERS AND LIST OF FILES/REGISTERS TO BE MAINTAINED IN HARD AND SOFT COPY OF EACH FILE BY UNIVERSITY GUEST HOUSE AS WELL AS ACADEMIC STAFF COLLEGE GUEST HOUSE

1. Name of the Guest House- University Guest House
2. Year of establishment
3. Institutional Guest House Vision and Mission Statements-
 - we provide a well equipped, maintained and hygienic rooms to guest at a very nominal fare.
4. Statistical Information about ratio of room available and requirement Year of Establishment of each Guest House
5. Location map of the Guest House- University Aavasiya parisar-1, A.B road
6. Guest House Staff Organisationa
7. Organisation of Guest House Rooms and Facilities Maps

8. Facilities offered

Facility	Number	Infra
VIP Staying Rooms	3	Capacity: 2 Size: 301.268 Sq.ft AC: 2 Ton Fan:2 TV: 1 Cup-Boards: Yes Hangers: Yes Dressing Table: Yes Lightings: Yes Internet: No Wi-Fi: No Wall Painting: No
Staying Rooms (AC)	7	Capacity: 2 Size: 228.02 Sq.ft AC: 1.5 Ton Fan: Yes TV: Yes Cup-Boards: Yes Hangers: No Dressing Table: Yes Lightings: Yes Internet: No Wi-Fi: No Wall Painting: No

Facility	Number	Infra
Staying rooms (non AC)		Capacity: 2 Size: 228.02 Sq.ft AC: Nil Fan: Yes TV: Yes Cup-Boards: Yes Hangers: No Dressing Table: Yes Lightings: Yes Internet: No Wi-Fi: No Wall Painting: No
Kitchen		Size: 202.93 Sq.ft Gas: Yes Fridge: Yes Microwave: No Crocery: Yes Utensils: Yes Cooking wares: Yes Exhaust: Yes Modular: Yes Furniture: No
Dining Room		Capacity: 12 Size: 345.462 AC: No Fans: Yes TV: Yes Lightings: Yes Internet: No Wi-Fi: No Water Cooler: Yes Wall Paintings: Yes
Common Room	NIL	Capacity: Size: AC: Fans: TV: Lightings:

Facility	Number	Infra
		Internet: Wi-Fi: Water Cooler: Wall Paintings:
Garden		Size: 1649.64 Sq.ft Grass: Yes Flowers: Yes Trees: Yes
Total		

9.. Registers of Feedbacks and User Comments:

Official Guests: no feedbacks are taken for the guest.

Non-Official Guests : no feedbacks are taken for the guest.

Student Parents: no feedbacks are taken for the guest.

Seminar Participants: no feedbacks are taken for the guest.

10. Each Guest House Physical Facilities Record:

- a. Located in a properly planned and organized space:
 - Yes, guest house is well planned and properly organised according to the need and provide a comfortable stay.
 - b. Sufficient physical living space available in each room in accordance with the national/ international standards
 - Yes, there is sufficient living space in the rooms as per normal living standards.
 - c. Attached or shared wash rooms and their regular cleanliness arrangements
 - Every room has a attached washroom and room and washroom are cleaned every morning by housekeeping.

- d. Rooms be furnishing with apt quality furniture (table, chair, bed, cupboard, racks and dressing table).
- All the rooms are well furnished having table, chair, bed etc.
 - e. Provision of natural light and proper ventilation
- Room are well planned and design and have proper ventilation and receive sufficient amount of natural light.
 - f. Provisions for electrical accessories, fan, light arrangements and network cables, Wi-fi accessibility
- Rooms are well-accupied with electricity facilities except Wi-fi accessibilitiy.
 - g. Cleaning plan and schedule, and Cleanliness maintaintance in strict manner, whether it is maintained in-house or from an external agency
- All the cleaning work, maintainece and schedule are done in-house.
 - h. Provision for common facilities as follows:
 - i. Common facilities for drinking water along with purifiers and cooling, wash rooms equipped with washing machines, hot water supply-
- Guest house is well euipped with all common facilities like drinking water with RO Purifier, washrooms have hot-water facilities and we provide with laundry facilities.
 - ii. . Medical, first aid and doctor visiting room- no
 - iii. Institute/university tie up with the reputed/ renowned hospital for serving specific or emergency situations- no
 - iv. Special guest rooms for VIPs – yes
 - v. . Common recreation, daily news papers, indoor games, Gym, rest room, wall-mounted TV of sufficient screen size with DTH-
- Newspapers provided to the guest and TV with DTH.
 - vi. . Excellent modern kitchen orderly, neat and with dining hall with appropriate crockery for running Mess food facilities ensuring that the served food is healthy, nutritious, hygienic and satisfies guests of diverse cultures and locations - yes
 - vii. Wi-Fi hotspots and Computer/Internet room - NO
 - viii. Paintings of Nation Personalities at key places in the Guest House, Names of prestigeous Visitor and yearly events photographs, if any - NO

- ix. Parking space- yes, we provide good parking space.
- x. Store room- yes
- xi. Emergency Exits- yes
- xii. Fire fighting equipment- NO
- xiii. Electronic surveillance systems and Arrangements of Guards for 24 hours to keep vigilance and security- yes, we have electronic surveillance system and a guard for 24 hours.
- xiv. Garden: maintain a descent garden if sufficient space is allocated for the purpose- YES

11. Financial Resources

- a. Governmental and UGC plan and yearly Grants
- b. Self generated from User fees in a year
- c. Self generated from guests and short period participants in a year

12. Charges for Users:

Official : a. AC Room- Rs.200
b. Non-AC Room- Rs.125

Non-Official : a. AC Room- Rs.200
b. Non-AC Room- Rs.125

Student Parents: a. AC Room- Rs.200
b. Non-AC Room- Rs.125

Seminar Participants: a. AC Room- Rs.200
b. Non-AC Room- Rs.125

13. Operational policies (Staff Working hours, Infrastructure Maintenance Schedules of Guest House facilities and)

- a. Staff working hours- 24 hours

b. Maintenance schedules-

Maintenance of guest house time to time.

14. Provisions of administrative control of Guest House and each and other supportive staff to facilitate the residents and a help desk/attendant and security-administrative control is under Guest House Incharge, who keeps the track of all the facilities and control supportive staff, helpdesk and security.

15. Statistical Graphical Representation of users and area per room and number of inmates per room in each Guest House-

16. Formation of Guest House committees role and functions in developing the Guest House facilities- DAVV

17. A write-up of Best Practice Followed in Guest House: we provide a well equipped, maintained and hygienic rooms to guest at a very nominal fare.

Format for Record of Best Practices of the department

- 1. Title of the Practice**
This title should capture the keywords that describe the practice.
- 2. Objectives of the Practice**
What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100 words)?
- 3. The Context**
What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?
- 4. The Practice**
Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?
- 5. Evidence of Success**
Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.
- 6. Problems Encountered and Resources Required**
Please identify the problems encountered and resources required to implement the practice (in about 150 words).
- 7. Notes**
Optional. Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 150 words).

