

**National Institute of Technical Teachers' Training & Research, Bhopal
(Deemed to be University under Distinct Category)**

Instructions/Rules for Staying at Guest House

A. General Rules

1. Aadhaar, Passport, Government Institute ID and Driving license will be accepted as ID proof.
2. Pets are not allowed.
3. Guest should be at least 18 years of age.
4. Smoking, use of drugs/liquor within the premises is not allowed. If anyone found using or under the influence of illegal drugs or substances classified under the Narcotic Drugs and Psychotropic Substances Act, 1985 will be reported to the police and asked to leave guest house immediately. Any evidence or suspicion of drug use at the Guest House or institutes premises will also be reported to the police.
5. Unmarried couples are not allowed.
6. Use of alcohol is strictly prohibited.
7. Private parties or events are not allowed inside the room.
8. Guests are requested not to invite outside visitors in the room during their stay. They can meet at reception area.
9. Outside food is not allowed in the room.
10. Cooking of food inside the room is not allowed.

B. Check-in and Check-out Rules

1. It is compulsory to ensure to fill the detail of the booking and the guest in the register available at reception and sign during check-in and check-out.
2. The usual standard check-in time is 10 AM and check-out is 9 AM.
3. It is mandatory for all guests to present valid photo identification at the time of check-in. According to government regulations, a valid Photo ID has to be carried by every person staying at the guest house. The identification proofs accepted are Government ID of the institute, Aadhar card, Driving License, Voter ID card and passport. Without an original copy of a valid ID, guests will not be allowed to check-in.
4. Institute reserves the right to deny check-in, where guests/customers are unable to provide a valid government ID or where minor guests are travelling unaccompanied or if the Institute/Guest House is suspicious of the guest's check-in at its property. Under all such cases shall be under no obligation to refund any amount to the guest.
5. If the guest arrives before check-in time and wants to accommodate in room then full day charges will be applicable and guest will have to apply booking through online portal.
6. If the guest leaves the room after check-out time full day charges will be applicable.
7. For extension of the stay, guest will have to follow the process for new booking of the rooms from online portal.

C. Occupancy & Guest limits-

1. Maximum occupancy per room is strictly enforced.
2. Only guests included in the reservation are allowed to stay overnight.
3. Unauthorized guests may result in cancellation without refund.
4. Guests must comply with institutes/ guest house rules.

D. Damage or Loss

1. Guests are responsible for any damage caused during their stay.
2. If found any damage or missing items then cost for repairs, missing items or excessive cleaning will be charged from the guest.

E. Do's

1. Use intercom to communicate with the staff for your requirements.
2. Put all disposable plates/cups/bottles after use in the garbage bag/dustbin.
3. In case medical emergency, contact the reception immediately.
4. In case of an emergency like fire etc., please gather in the reception area.

F. Don'ts

1. Spitting in the common area/guest house premises is strictly prohibited.
2. Kitchen and washing area entry is prohibited for guests.