



UGC-Human Resource Development Centre

BHARATHIDASAN UNIVERSITY

(Re-accredited by NAAC with 'A' Grade)

Khajamalai Campus, Tiruchirappalli - 620 023, TN, India
+91 431 2331062 ☎ asc@bdu.ac.in ☎ www.ugchrdbcdu.org



Guest House Accommodation - Registration Form

Name : _____
Sex : Male / Female
Designation : _____
Institutional Address : _____
Phone (Office) : _____
Phone (Res) & Mobile : _____
E-mail ID : _____
Purpose of Stay: Participation in the _____ Orientation Programme
Participation in the Refresher Course in _____
Participation in the Short Term Course on _____
Duration: From _____ a.m./p.m on _____ to _____ a.m./p.m. on _____
Residential Address : _____
In case of emergency,
Contact: Name(s): (1) _____ Mobile :(1) _____
(2) _____ (2) _____
Physical Disabilities / Health Problems, if any: _____

UNDERTAKING

I undertake to abide by the rules and regulations of the UGC-HRDC Guest House of Bharathidasan University during my stay and cooperate with the authorities for the safe and peaceful stay of all the inmates.

Place: _____ Signature of
Date: _____ the Participant

For Office Use only

No.: _____ Date: _____
Room Allotted: _____ Accommodation Charges: _____
Receipt No.: _____ Remarks, if any: _____

**Staff in-charge of
Guest House**

**Staff in-charge of
Cash Collection**

Director

Rules and Regulations

1. The Guest House of UGC-HRDC has modest facilities to provide simple accommodation to the outstation participants of the Orientation Programmes / Refresher Courses / Short Term Courses.
2. Only a limited number of teacher participants can be accommodated in the Guest House.
3. Preference for accommodation will be given to women participants and those who come from far-off places.
4. However, allotment of rooms will be on first-come-first-served basis.
5. **The teacher participants, who stay in the Guest House will be charged Rs.100/- per day for the entire duration of the course.**
6. The payment for the stay has to be made one day before the last day of the Orientation Programme / Refresher Course / Short Term Course.
7. The teacher participants shall occupy the bed / room allotted to them for the entire period of stay and shall not shift to other bed / room without prior permission from the authorities.
8. The teacher participants shall not stay in the Guest House, while the academic sessions are going on. (i.e., from 10.00 a.m. to 1.00 p.m. and 02.00 p.m. to 05.00 p.m.)
9. **The teacher participants have to maintain cleanliness and silence in the Guest House premises.**
10. The teacher participants are required to use electricity and water minimally for the benefit of all.
11. It is the participants' responsibility to keep their belongings under safe custody.
12. **Smoking and Drinking are strictly prohibited.**
13. The teacher participants who stay in the Guest House should strictly follow the rules and regulations of the Guest House. Those who violate them and create disturbance to the fellow guests will be asked to vacate the room without prior notice, under intimation to the Registrar / Principal.