



# University Guest House

Deen Dayal Upadhyaya Gorakhpur University, Gorakhpur  
(Accredited A++ by NAAC)



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**Deependra Mohan Singh & Dr. Devendra Pal**  
Officer In-charge, University Guest House  
Deen Dayal Upadhyaya Gorakhpur University, Gorakhpur

## Mission

- To provide the highest quality hospitality services that will ensure Guest satisfaction.
- To provide professional service delivery and co-operation by our dynamic team.

## Vision

- To become a replicable model in the field of Guest Housing by developing a state of the art facility and delivering superior guest services.
- To offer personalized excellent service to our Guests.

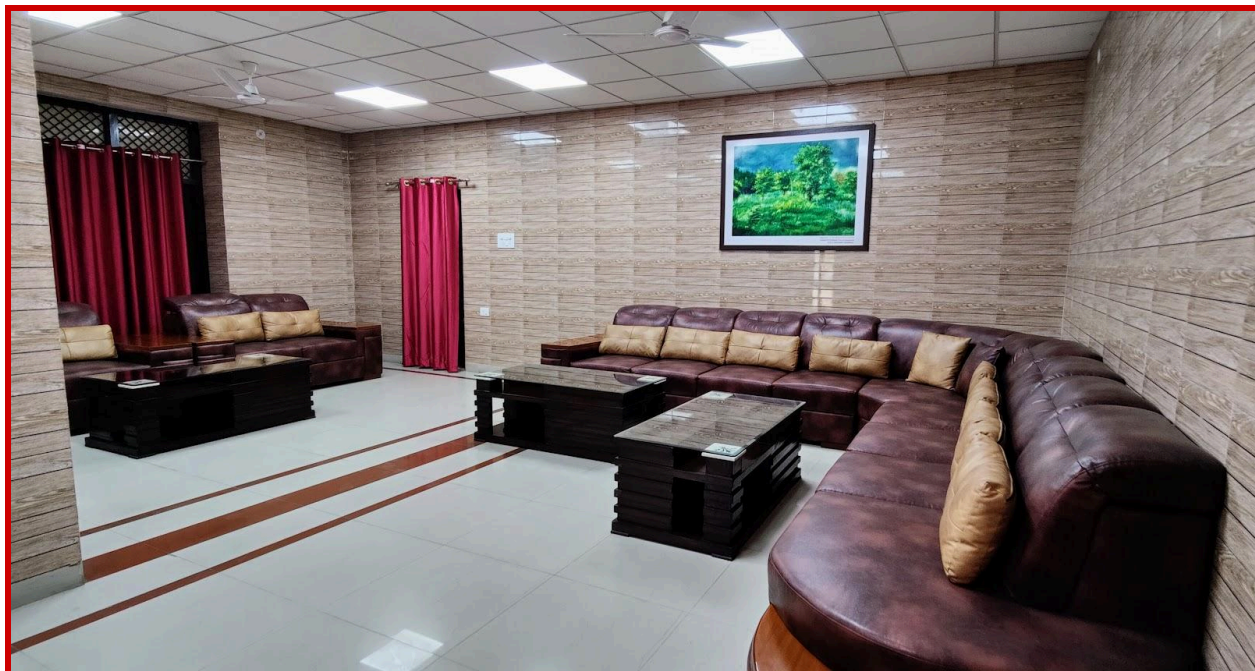


- **University Guest house promoting the UP Govt ODOP Scheme by Terracotta of Gorakhpur**

## **University Guest House: An Overview**

As part of the University since the 1960's, The University Guest House is one of the important constituents of the Deen Dayal Upadhyaya Gorakhpur University campus that provides on-campus lodging for visiting scholars, guest speakers, and other visitors to the campus. It plays a significant role in the academic and corporate lives of the university.

The university guest house presently consists of three blocks: The Old Block, Shivam Block and Academic Staff College Block. It features 54 tastefully appointed guest rooms. Besides it also houses two large dormitories, a well-furnished multipurpose hall, a meeting hall and a dining hall with an attached kitchen.



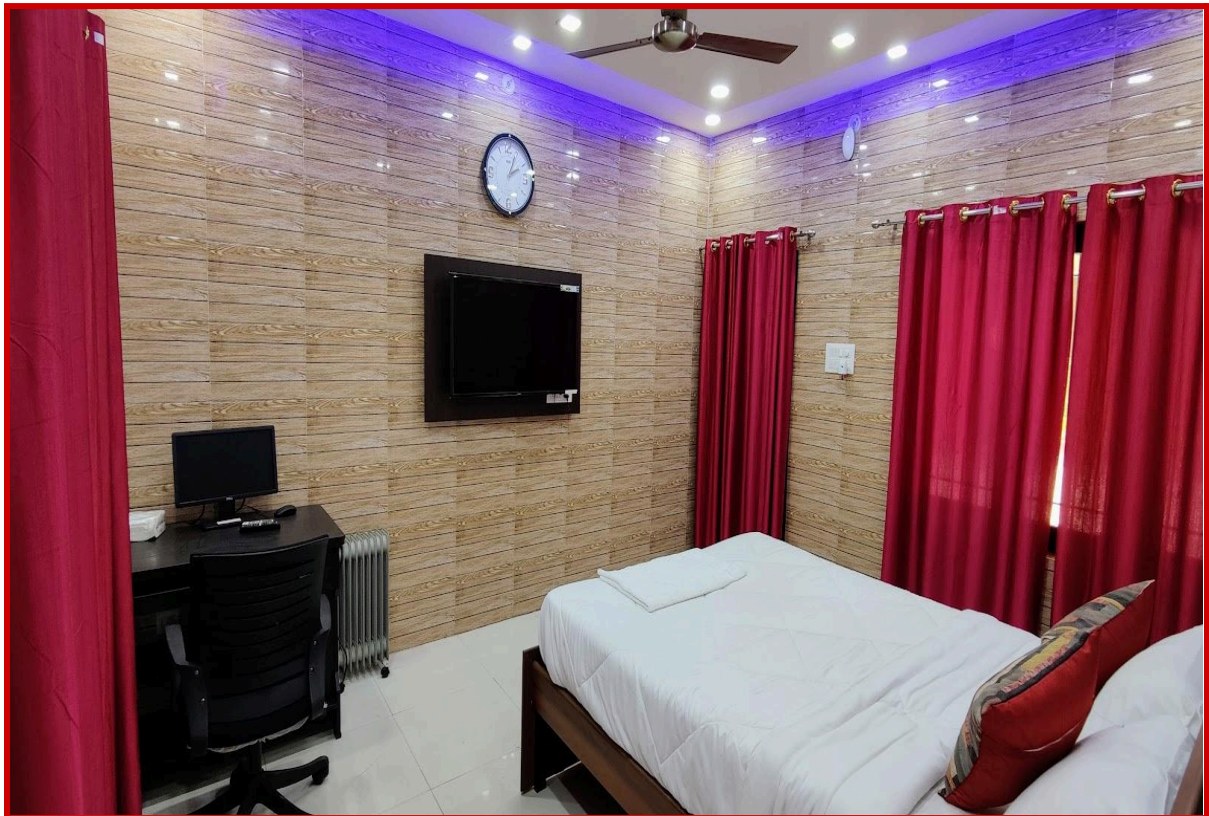
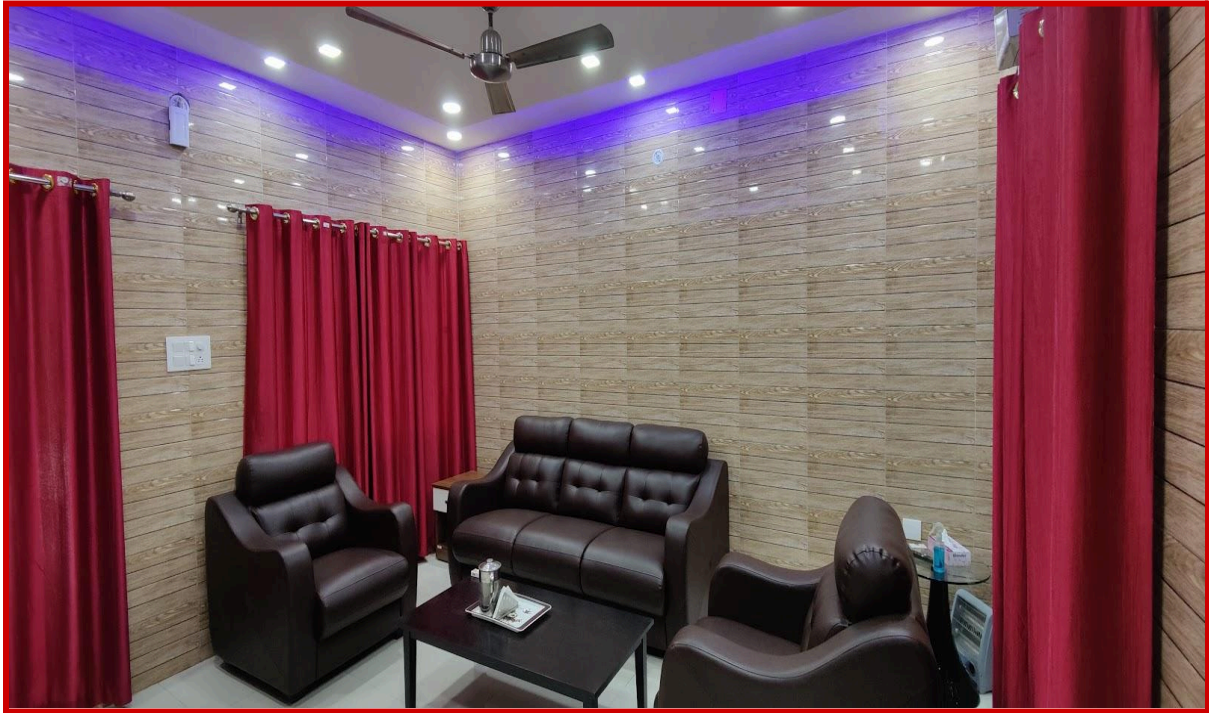
**Meeting Room**

**The Old Block:** The Old Block consists of 06 Double Bed standard AC rooms, 02 VIP suites (Chancellor and Vice-chancellor suite) and a well furnished meeting room.

**Shivam Block:** The Shivam Block consists of 15 Double Bed AC rooms, 02 Suites and 02 large dormitories.

**ASC Block:** The Academic Staff College Block consists of 29 Double Bed Non AC rooms to cater to the participants of the orientation, refresher and short term courses organized by UGC-Malviya Mission Teacher Training Centre (earlier, Academic Staff College).

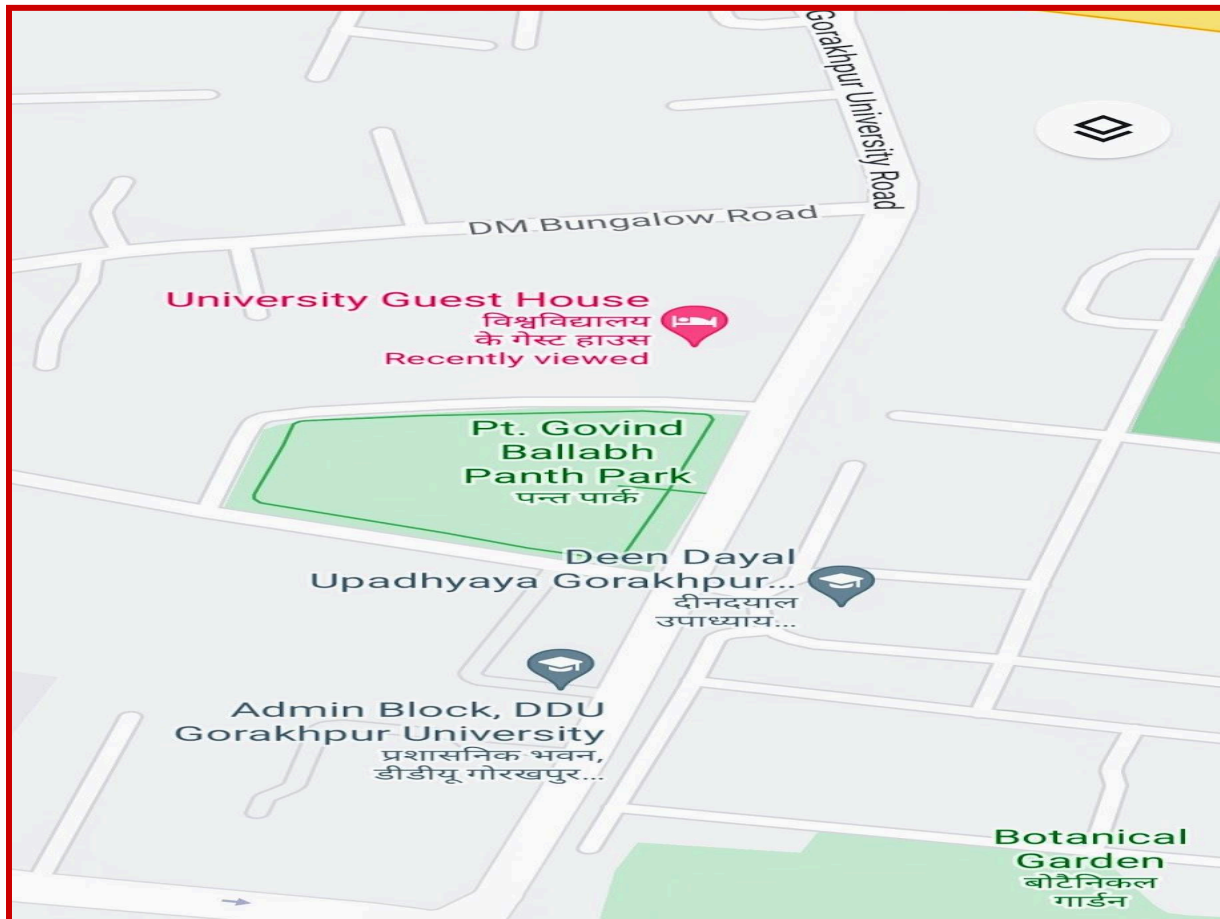
At present, Deependra Mohan Singh (Incharge I) and Dr. Devendra Pal (Incharge II) are the officer-in-charge of the University Guest House.



**Suite with separate living and sleeping quarters**

## Location:

- The University Guest House has a prime location in the northwestern area of the campus making it close and convenient for campus-related activities. It offers easy access to the nearby railway station and bus stand.



# Amenities at University Guest House

Comfort became the hallmark of stay at University Guest House, DDU Gorakhpur University. With amenities and in-house services that truly ensure Guest satisfaction.

| <b>Guest House</b>  | <b>Rooms</b>   |
|---|--|
| <ul style="list-style-type: none"><li>● Daily housekeeping services</li><li>● Complimentary Parking</li><li>● 24-hour Guest Service staff</li><li>● Dormitory</li><li>● Lawn/Children's Play Area</li></ul> | <ul style="list-style-type: none"><li>● Wall-mounted Televisions in VIP rooms</li><li>● Utensils</li><li>● Dressing Table in VIP rooms</li><li>● AC</li><li>● Geyser</li><li>● Electric Mosquito Repellent</li></ul> |

# Standard Operating Procedure (SOP) for University Guest House

## **Booking:**

- To avoid inconvenience, requests for allotment of accommodation should be sent well in advance or at least three days in advance only on the prescribed application format. No verbal/telephonic requests will be entertained.
- Allotment of rooms in the University Guest House shall be on a first come first serve basis.
- All bookings should be duly sponsored by the Head of the Department/Dean of the Faculty/ Head of the Administrative Unit.
- Extension of booking will not be automatic. However, it may be considered subject to availability of accommodation and approval on the request only.
- **The Suite & VIP Rooms of Old Block will be booked only after approval of the Vice Chancellor.**

## **Cancellation:**

- The concerned person/section/department/centre should inform the University Guest House in-charge preferably through e-mail/writing or over phone, as



early as possible, about the cancellation of the bookings.

- The University reserves the right to cancel or refuse accommodation, if it is not satisfied that the stay of such a person(s) is not in the interest of the University or for any other reason.

### **Duration of Stay:**

- Ordinarily a person will be allowed to stay for a maximum of three days. However, under special circumstances he/she may be permitted to stay for a maximum period of Seven days depending upon the availability of rooms and subject to approval of the university authorities of the Guest House.

### **Check-In/Check-Out:**

- Twenty four hours from the time of check-in.
- The Guest may check in at any time. However, for the purpose of accounting, a day means 24 hours from the time of occupation/arrival.
- Fractions of a day will be counted as a full day.

## **Payments:**

- All payments shall be against the official receipt and before the guest leaves the University Guest House.
- Payment is accepted only by cash.

## **General Instructions:**

- All guests must sign the Guest Register kept on the Front Desk Counter before check-in and check-out.
- Guests must deposit keys at the reception before leaving the Guest House.
- The responsibility for missing items or for breakage will rest with the guest.
- Guests will not be allowed to keep additional persons in their rooms, without the prior approval of the Incharge, University Guest House.
- Cooking in rooms is not permitted.
- Liquor/smoking is strictly prohibited in the Guest House premises.
- Pets are not allowed in the Guest House.