



INTERNATIONAL GUEST HOUSE **GUIDELINES**

NIFTEM CAMPUS

Plot No. 97, Sector 56 HSJIDC Industrial Estate Kundli,
District-Sonepat Haryana-131028

Email ID: igh.niftem@gmail.com

Phone: +91-8168002300



1. These Rules may be called NIFTEM International Guest House Guidelines.

2. ELIGIBILITY CRITERIA

The International Guest House shall be available to the following guests:-

A. Official Guests-NIFTEM

B. Official Guests from other Institutions

C. Non-Official Guests

Category A: Official Guests-NIFTEM

Members of Board of Management, Planning and Monitoring Board, Finance Committee, Academic Council, Selection Committees, Officials from MoFPI, Officials from other Ministries/Directors/Vice Chancellors of Other Institutions on official visit. Academics / Official from University Grants Commission, Experts / Resource Persons invited / engaged by NIFTEM or any other person approved by the Director as institute's Guest.

Category B: Official Guests-Other Institutions

Delegates for seminar/ workshop / symposium / conference / training / programmers organized by NIFTEM, Invited Speakers/ Chief Guests, Officials from other institutions, any person on official assignment with the recommendation of Competent Authority.

Category C: Non-Official

Personal guests of employees of NIFTEM referred by a regular employee of NIFTEM in writing. In this category request letter for booking rooms in the Guest House will be forwarded by the NIFTEM employee in the prescribed proforma (Attached) and the employee will take the responsibility of the guest.

Any other guest(s) may be allowed only with the permission of Director/Registrar, NIFTEM.

NOTE:

1. The allotment of rooms shall be strictly in the order of preference mentioned above (A, B & C in the order of preference)
2. NIFTEM reserves the right to accept or reject any request/application without assigning any reason.
3. Retired employees and accompanying spouses visiting the institute for official or personal work may be accommodated as per the recommendation of Competent Authority.
4. Accommodation to drivers of Guests will be provided in Driver room / hostel rooms subject to availability **@ Rs 300 Per day per person.**
5. Private / political functions are not permitted in the guesthouse.
6. Students are not permitted in the guest house.
7. In case of any VIP visit, or the urgent requirement of the institute, booking may be cancelled without assigning any reason.

3. BOOKING

1. Request for the reservation of the room has to be given in writing to Guest House In-charge of NIFTEM by filling request Performa (as attached) in normal course/ three days in advance and submitting/ sending the Performa in the Guest House Reception and/or a signed scan copy of it also can be sent in IGH mail id igh.niftem@gmail.com. Booking Performa is also available at IGH link in NIFTEM website. No booking will be accepted over phone.
2. In normal course, outside organization or individual will not be given more than 02 rooms at a time. Such bookings will have a maximum time period of 3 days. In-charge Guest House shall confirm the booking of the rooms.
3. In case of official booking, the Guest House In-charge may allow extension of one day before and one day after the official work subject to the availability of the room.
4. Extension beyond permitted period by In-charge Guest House can be allowed only with the permission of Vice Chancellor/Registrar, NIFTEM.
5. Cancellation, if any, should be made in advance at least 24 hours before the booking date by the requisitioner otherwise room tariff will be charged till the date of cancellation/date

of booking whichever is lesser.

6. "Brief stay" refers to a short stay duration accommodation of a couple or a single person during the day time, not more than 4 hours, only for the purpose of changing and toilets. This facility is available on sharing basis with the charges of Rs. 300 per room. No advance reservation is necessary for the purpose.
7. Booking may be done through the online mode or through the NIFTEM employee via email request by sending the requisition slip.

4. GUIDELINES FOR DINING HALL

- I. Catering arrangement is available for 40 persons (approx) for lunch and dinner for official meeting.
- II. The official get-together of the office can also be hosted.
- III. Prior permission will be required and information also will be given to Officer In-charge and Caretaker for arrangement of official lunch and dinner well in advance.

Timings of Meal at Guest House

Meals (other than bed tea) will be served during the following hours in the Dining Hall of the Guest House.

Meals	Timing	Amount
Breakfast	08:30 AM to 9:30 AM	75/-
Lunch	1:30 PM to 2:30 PM	120/-
Dinner	8:30 PM to 9:30 PM	120/-

Note:

Food will not be served after mess timings and inside the rooms.

5. Rate Charges for meals

BREAKFAST	RATE
Stuffed Paratha + Curd/Butter + Tea/Coffee	Rs.75/-
Bread +Jam+corn flex+Milk+ Tea/Coffee +Fruit	Rs.75/-
Puri + Aloo sabji + Tea/Coffee	Rs.75/-
Poha/Upma/Daliya+Sauce+ Tea/Coffee +Fruit	Rs.75/-
LUNCH / DINNER	
Fry Daal/ Rajma /chhole + Seasonal Veg + Roti+Rice+Salad+Matar Paneer/Mater Mushroom + papad +Achar	Rs.120/-
Raita (125-150 ml)	Rs.25/-
80 g Curd + 1 Sweet Dish if Required -	Rs.15/- + 25/-
200 ml Milk if Required	Rs.20/-

6. Room Charges

The rates of International Guest House charges will be applicable w.e.f. 01.02.2025 as per details given below:-

Type of Room	Room Charges (Rs.) per day (11.00 am to 12.00 noon) per room	Eligibility
Deluxe	600	NIFTEM staff / Officers from sister's concern
	800	Any government Official
	1000	Private / students Guardians
Suite (With approval from CA)	800	NIFTEM staff / Officers from sister's concern
	1200	Any government Official
	1500	Private / students Guardians
Driver Room	300	If guest has been invited or visiting in the interest of institute, there will be no charge else charge will be made
Note: <ol style="list-style-type: none">1. No charges for NIFTEM's own official events and for invited guests for institute interest/ training/ lectures/ viva etc.2. Only 02 Person will be allowed in a room.		

7. RULES OF STAY FOR GUEST

1. Allotment of accommodation in the Guest House shall not confer on the allottees any right of tenancy of the premises and NIFTEM shall have the right to get the rooms vacated at any time without giving any notice or assigning any reason.
2. Check in time is 11:00 am and Checkout time is 12:00 am.
3. All guests must sign the guest register kept at the reception before check in and check out. All guests are also requested to provide a copy of their ID Proof while checking in.
4. The main gate opens at 6.00 am & closes at 10.30 pm.
5. All guests, after checking in, are bound by the rules and guidelines of the guest house displayed in the rooms.
6. Visitor for guests residing in Guest House is allowed from 9.00 am. to 9.00 p.m. only.
7. Pets are not allowed in any circumstances.
8. Cooking/Washing is not allowed in the rooms.
9. No changing of rooms or transfer of rooms is allowed without the permission of the In charge- Guest House.
10. Gambling, Smoking and liquor Consumption in any form or unlawful behavior is strictly prohibited inside the rooms and elsewhere inside the Campus.
11. All electrical appliances like fan, light, air-conditioners, geyser etc. should be switched off before leaving the room.
12. Please do not take away the Inventory items of the guest house Otherwise, the charge will be added to the bill of Guest.
13. Our staff may check the room from time to time.
14. Damaging of property or defacing any notice/paintings/walls etc. of the Guest House is illegal and will invite penalty as may be decided by NIFTEM.
15. No tips to be given to the staff.
16. Payment will be accepted preferably through credit/debit card, online mode, In

case payment by cheque, it may be drawn in favour of 'NIFTEM' payable at Kundli. The Guest House will be under Officer In-charge/Caretaker appointed by NIFTEM.

17. The decision of the Vice Chancellor shall be final and the rules may be amended with the approval of the Competent Authority from time to time.
18. In case of violation of the above rules & regulations or any misconduct or deem to cause inconvenience or discomfort to others, the Management reserves the right to ask the guest to vacate the room at short notice/immediately.
19. The Guest House is meant for you. Please help us keep it clean.

IMPORTANT CONTACT NUMBERS

1. IGH Reception	8168002300
1. Caretaker	8222852400
2. Officer In-charge (Guest House)	8607840044
3. NIFTEM Dispensary	8168004500

Email id: igh.niftem@gmail.com

**National Institute of Food Technology Entrepreneurship and Management, Kundli
(NIFTEM-K)**

Requisition Slip for booking of Rooms / Official Food arrangement at IGH

1. Details of requesting person		
1.1	Name of the Requesting NIFTEM official	Name: Designation:
1.2	Department	
1.3	Mobile no.	
2. Details required for booking room at IGH		
2.1	Name and mobile no. of guest	Name Mobile no. 1. 2. 3. 4.
2.2	Guest email id of any one	
2.3	Guest Address	
2.4	Guest id proof type (Aadhar, Voter, DL, Passport etc) and No.	
2.5	Guest Arrival, departure date and time	Arrival date and time: Departure date and time
2.6	Purpose of visit (Personal/Official): In case of official please mention budget head/Project head under which cost will be considered.	
2.7	Number and type of room required	Deluxe: Suite.....
2.8	Food required during stay (Yes/No)	Number of Breakfast: Number of Lunch: Number of Dinner:

Note: For requirement of Suite type of rooms, Director's recommendation is mandatory.

Certificate by requisitioner for accommodation: The guest is personally known to me and I am responsible for his/her conduct. If he/she fails to make payment of lodging /boarding charges, the same shall be made by me.

Signature and date of requesting official.....Date.....

3. Requisition and details required only for official food arrangements at IGH

Name & organisation of visiting guests	Date (From - to)	Food Requirement	No. Of persons
		Breakfast	
		Lunch	
		Dinner	
Please mention budget head/Project head under which cost will be considered.			

Recommendation of Dept. I/c / HOD/ Dean: Name.....
Signature.....Date

Recommendation of In-charge IGH:.....
Signature.....Date.....

Approved with Payment (.....)/ Without Payment (.....)

Registrar

Copy to: 1) Caretaker, Guest House, 2) Security, 3) File

NIFTEM Guest House, Kuudli, Sonipat

Dear Guest, Welcome to the Guest House of NIFTEM. We sincerely wish your stay here to be pleasant, comfortable and memorable with the modern amenities and warm personalized service that we strive to provide. We, however, need your cooperation to provide best hospitality to our guests. The following are some ways you can assist the guest house to meet this objective.

The following are meal timings. Please do not embarrass the guest house staff by asking for meals outside these hours.

Breakfast: 8.30-9.30 am
Lunch: 1.30- 2.30 pm
Dinner: 8.30-9.30pm

Tea, Coffee, Cold drinks /Fruit juice (in the lobby or lounge):at the convenience of the kitchen staff.

- a. Room services strictly forbidden except for bed tea and drinking water.
- b. If you are leaving much before normal meal times, our caterer can give you a packed meal. Please do not hesitate to contact Front Desk with sufficient time in hand.
- c. Smoking, consumption of alcohol, chewing pan and tobacco is strictly prohibited in the Guest House, including rooms, corridors and lawns.
- d. Laundry service is available at commercial rates, please contact the Front Desk.
- e. Never leave any cash, jewellery, mobile phone or other valuable in the room.It is not feasible to provide security to your valuables.
- f. Please close the windows and switch off air conditioner, geyser and T.V. whenever you leave the room.
- g. Please leave room keys at Front Desk when you go out, even temporarily.
- h. Please inform the reception about your departure and settle your account well in advance.
- i. The Institute does not normally provide transportation to city or railway station to guests other than those of category A. But the Front Desk may help you with a list of private service providers.
- J .Room charges are levied on 24 hour basis with a preference for night accommodation. If you are leaving in the late evening, please check out early so that another guest can be accommodated for the night.
- k. Guests are very valuable to us. Please fill up the suggestion card and drop in the suggestion box kept at the Front Desk.

Please help us to keep the guest houses clean and tidy at all times. Please never drop a piece of wastepaper or plastic outside the dust bin.

**Guest House Management
NIFTEM, Kuudli, Sonipat**

NIFTEM, Kundli, Sonipat
INTERNATIONAL GUEST HOUSE

Guest's Feedback and suggestions

Dear Guest,

At NIFTEM Guest House, we are constantly striving to provide a comfortable and hygienic accommodation to our guests. Your feedback will help us achieve our goal. Please take a minute, fill up the form below and drop it in the suggestion box kept at the Front Desk. Thank you for your cooperation.

Guest House:

Name of Guest:-

Address:.....

Phone No-Email

Room No.....Date of Arrival.....Date of
Departure.....

Facilities/Service

1. The procedure of booking a room
2. Infrastructure-Building and facilities
3. Cleanliness and maintenance of Reception, Lounge, dining hall, corridors etc.
4. Cleanliness and Maintenance of room and toilet
5. Cleanliness and Maintenance of linen and furniture
6. Courtesy and efficiency of Reception staff during check in check out and other times.
7. Adequacy of secondary facilities (Lounge, Lecture room, telephone)
8. Courtesy and efficiency of staff in dining hall
9. Quality of food and food hygiene
10. Information on guest house

Suggestions for improvement:

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of Guest



Dining Area



VIP Suite



Deluxe Room