

University of Kota

Kota

Minutes of Meeting of third meeting of the GHMC (Guest House Management Committee) on 25/09/2017

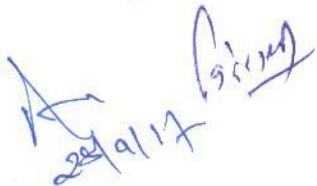
The third meeting of GHMC (Guest House Management Committee) was held on 25th September 2017 at the meeting hall of University Guest House. Following members were present:

Prof. N.K Jaiman	Chairman
Sh. S.N. Sharma	Member
Dr. Bhawani Singh	Member
Sh. Sita Ram Gupta	Member
Sh Ankit Sharma, OIC	Member Secretary

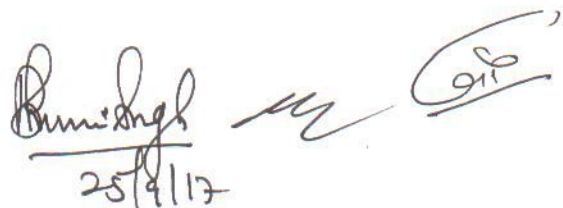
Dr. Sandeep Singh Chauhan, Registrar and Dr. Chakrapani Gautam, Proctor could not attend the meeting. Sh V.K. Derashri, Asstt-OIC and Sh. Atmaram (LDC) were also present in the meeting to assist the OIC of the Guest House during the meeting.

Following recommendations were taken in the meeting:

1. OIC and Asstt. OIC-GH (in absentia of OIC) shall notify the occupancy charges and the guest category on the **Occupancy Requesting Application** given by the concerning department / office.
2. The application for the occupancy requisition shall be channelized from OIC to Asstt. OIC to the permanent LDC of the guest house.
3. Attendance verification of the staff / employees deployed by the agency at the guest house to be initially done by permanent LDC followed by Asstt. OIC-GH than by OIC-GH.
4. The permanent LDC shall be acting as the store keeper while Asstt. OIC shall be acting as store in-charge for the inventories in the University Guest House.
5. Application from the department / office requesting for an accommodation for the guest under the category 1.1 i.e. University Guest shall be considered free of cost only when the HVC has given the approval for the same. The head of the department /office/unit shall categorically mention in his/her note that the approval towards this has been obtained by the HVC, also if a note towards the approval by the HVC does not reach the


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guest house OIC before the guest concerned leaves it would be the responsibility of the concerning head to make the payment for the accommodation before the departure of the guest, in any case the payment has to be made against the accommodation by the guest before he/she leaves.

6. No guest shall be allowed to enter the room without making an entry with full details in the occupancy register and submitting an ID on the reception counter. ID number of the guests should be entered in the occupancy register in separate column.
7. The keys of the rooms may be given under the possession of the guard deployed at HVC residence in night by the night in-charge employee of Guest House. The guard will hand it over as and when required for the guest in night hours after seeing the application of the guest, ensuring the entry of the guest into the register.
8. The GHMC recommends that the dormitory occupied for the BSTC materials need to be cleared with immediate effect for the guests and even the space can be used for placing the cots and other items which are otherwise placed outside the dormitory. During the last conference held on September 19-20 the problem of non availability of washrooms for the drivers et al was badly faced which could be over by clearing the dormitory.
9. Room wise entry to be entered in stock register and inventory register. All entries should be acknowledged with signature, designation and date along with the indent number and this work should be completed before the next meeting of committee. The store In-charge will have to show the completed stock/inventory register in the next meeting.
10. Prevailing store area of university guest house is proposed to be an office guest house In-Charge while the two rooms on the first floor be made as the store rooms.
11. For the efficient maintenance of records and accounts of guest house's activities and transactions-cash book, receipt book, & occupancy register asking the full details of the guests are required. Above items should be as per the formats accepted by the accounts and audit.
12. In night hours, a home guard needs to be deployed at university guest house for the safety purpose.
13. For the cleaning of the guest house premises, two persons (in two shifts) should be deployed permanently at GH. It would be the responsibility of the estate officer to ensure the cleanliness and the proper maintenance of the gardens, garden lights, water tanks, besides the general maintenance.

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14. A landline telephone (with buzzer) and intercom facility in roomsets is to be installed in the guest house.
15. Peon-cum-cook may be provided by the agency for catering.
16. For cleaning of the bed sheets, pillow cover, quilt, *etc.* laundry arrangement needed to be arranged for which the offers /bids/ quotes can be invited through GAD.
17. The authenticity of the guest to be checked by their ID, is an eminent part of the secure entry system for the authorized guest in UGH for which a 4 in 1 photocopier scanner system to be procured and installed at the UGH reception.
18. Quilts, pillow covers, bed sheets, *etc.* which can be spoiled by the seasonal insects / rodents, *etc* so a trunk and four racks need to be purchased for keeping them safe after cleaning.
19. For keeping the records systematically, two almirah are needed to be required in the guest house.
20. For the purpose of safety, 15 door locks to be procured from the imprest.
21. AC, geysers, TVs (including the DTH recharge) and light appliances installed in the guest house premises should be checked regularly and should be brought in proper working conditions and functioning of the these appliances should be ensured too by the estate officer, without waiting for any complaints from the guest house, it should be the sole responsibility of the estate officer to keep all these appliances working in any case.
22. It is required on the part of RSRDC that ACs remote control to be handed over to estate office which can be in-turn issued to UGH for easy operation of the AC installed in each room. It has to be ensured by the estate officer.
23. For the sanitary ware cleaning work, the agency ARC includes the cleansing agents (solid / liquid detergents, *etc.*) that mandatorily be used by the agency persons for the proper hygiene and to avoid the stinking of GH. Asstt. OIC shall ensure it.
24. Sh. Atmaram who has been deployed as a permanent LDC at UGH later he has been transferred to the department of commerce and management with additional liability of UGH. The above order didn't bears any consent of the chairman-GHMC nor the approval of HVC for which the regular activities of UGH get hampered, it is further suggested by GHMC to the authorities that prior release of such orders concerning with the UGH it

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would be in order to consult the chairman GHMC so that the routine functioning of the guest house remains unaffected.


25. For all administrative and day-to-day routine dealings like maintenance of the guest house, etc. the OIC-GH shall be authorized to do the correspondence with the university functionaries like Registrar, FO, Estate officer and others.
26. The University Guest House rules should be immediately uploaded on the University website. The OIC-GH shall e-mail these rules to the webmaster in order to get those uploaded.
27. The OIC-GH shall be competent to send the email to the webmaster for getting the contents relating to GHMC uploaded on the university website.


(Atma Ram Nagar)



(V.K. Derashree)


(Ankit Sharma)

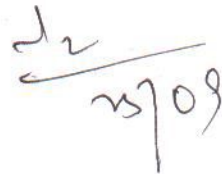

(Sita Ram)


(Bhawani Singh)

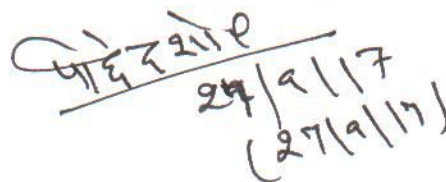

(S. N. Sharma)


(N.K. Jaiman)

For kind approval pl.


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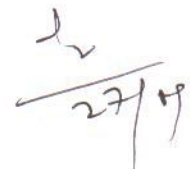



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Chairman.

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ensure the implementation.


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