SAHA INSTITUTE OF NUCLEAR PHYSICS

Official Guest House Rule book

1. SCOPE & JURISDICTION

These rules govern the administration, allocation, and conduct rules for all Guest Houses operated by the Saha Institute of Nuclear Physics (SINP), namely the **MSA-1** and **MSA-2** facilities. These regulations are uniformly applicable to all categories of occupants without exception.

2. PRIORITY OF ALLOTMENT

To ensure optimal utilization of institutional infrastructure, rooms shall be systematically allotted based on the following established hierarchy of precedence:

1. Official guests of the Institute
2. Visiting scholars and scientific collaborators
3. Invited speakers and external examiners
4. Registered participants of academic conferences / workshops / schools
5. Visiting students and research associates
6. Newly joined employees undergoing the initial settling-in period
7. Department of Atomic Energy (DAE) Officials traveling On-Duty
8. Central / State Government, or Public Sector Undertaking (PSU) Officials traveling On-Duty
9. DAE Officials on private visits, their family members, and family members of SINP Staff
10. Central/State Government or PSU Officials on private visits, and their family members
11. Family members of Research Fellows or Research Associates of SINP (subject to formal approval by the respective supervisor or academic mentor)

> **Ineligibility Clause:** Casual visitors lacking direct institutional linkage or approved academic / administrative affiliation with SINP are **not eligible** for accommodation.

3. BOOKING & CONFIRMATION PROCEDURE

3.1 Application Submission

All booking requests must be formally initiated and submitted by a host (a SINP faculty member, staff, registered research fellows, or research associates). Np direct application from an external guest will be processed.

- **Transmission Channel:** Requests must be transmitted via email to the designated addresses: **convenor.ghmsa1@saha.ac.in** or **convenor.ghmsa2@saha.ac.in**.
- **Advance Notice Requirement:** Formal requests must be submitted at least **1 working day in advance** of the scheduled arrival date.

3.2 Mandatory Booking Information

Each reservation request must explicitly provide the following operational details:

- Full name and professional designation of the proposed guest.
- Official institutional affiliation of the guest.
- Specific purpose of the visit.
- Exact duration of stay (clearly specifying check-in and check-out dates).
- Submission of a valid Government-approved Identity Card (ID).
- Explicit billing instructions designating the payment liability (to be settled by the Guest, the Institutional Host, or directly by SINP).

3.3 Final Booking Confirmation

A room booking is considered valid only upon explicit confirmation issued by the **Guest House In-charge** via a formal email notification.

4. ALLOTMENT CONDITIONS & DURATION OF STAY

- **Temporary & Non-Transferable:** All room allotments are strictly temporary and completely non-transferable to any other individual.
- **Administrative Discretion:** Specific room assignments are determined solely by the Guest House administration. The Institute explicitly reserves the right to reassign rooms or cancel allotments at any stage due to administrative exigencies.
- **Duration Limitation:** Accommodations are intended strictly for short-term stays. Extensions are not guaranteed and are subject to availability and explicit prior administrative approval.

5. TARIFF, CATEGORIES & PAYMENT SETTLEMENT

Room tariffs are charged per bed per day in strict accordance with the institute-approved rate structure detailed below:

Category of Occupant	Suite	AC Room	Non-AC Room
DAE Officials On-Duty	₹600	₹200	₹150
Private Visits: DAE Officials on Private Visit / Family of DAE Officials / Family of SINP Staff / Central & State Govt & PSU Officials On-Duty	₹1000	₹300	₹250
Government Private Stays: Central & State Govt & PSU Officials on Private Visit / Family Members of Central, State Govt & PSU Officials	₹2000	₹750	₹400
External Entities: Foreign Visitors / Private Firms	₹4000	₹3000	₹1800

5.1 Payment Terms

- **Standard Occupants:** Full settlement of accrued dues must be completed at the time of check-out.
- **Newly Joined Staff Members:** For newly appointed staff undergoing initial settling-in periods, the House Rent Allowance (HRA) will be directly deducted through institutional payroll for the duration of the stay.

6. OPERATIONAL SCHEDULES & TIMINGS

6.1 Check-In / Check-Out Windows

- **Standard Check-in:** Not earlier than **14:00 hrs**. Early check-in is strictly subject to real-time room availability. Late check-in is permitted but prior intimation should be given to the campus security or the Guest House In-charge.
- **Standard Check-out: 11:00 hrs — 12:00 hrs**.

6.2 Core Office & Support Hours

- **Reception / Caretaker Desk:** Fully operational from 10:00 hrs to 18:00 hrs daily. Limited after-hours support is provisioned through on-duty campus security personnel.
- **Routine Maintenance:** Conducted between 10:00 hrs and 18:00 hrs. Emergency breakdown maintenance is accessible 24×7 via the caretaker or security.
- **Housekeeping Schedule:** Routine cleaning occurs between 09:00 hrs and 17:00 hrs. Linen

changes are automatically carried out every 2–3 days or upon guest turnover.

6.3 Access and Visitor Schedules

- **24×7 Occupancy:** Occupants holding valid allotments possess 24×7 access to the Guest House building. However, outer campus entry remains tightly controlled by security.
- **Late-Night Entry:** Any entry into the campus after 22:00 hrs requires mandatory prior intimation. Registration and logging are compulsory for all entries/exits taking place after 20:00 hrs.
- **Visitor Timings:** External visitors are permitted strictly between 10:00 hrs and 20:00 hrs. All visitors must be documented in the visitor register. Overnight stay of visitors is absolutely prohibited.

6.4 Institutional Dining Schedule

Meals are served in the in-house dining hall or mess according to the fixed daily schedule below:

- **Breakfast:** 07:30 hrs – 09:30 hrs
- **Lunch:** 12:30 hrs – 14:30 hrs
- **Dinner:** 19:30 hrs – 21:30 hrs

7. SECURITY, CODE OF CONDUCT & PENALTIES

7.1 General Security Norms

Access requires mandatory Government-approved ID verification and formal registration. All movements remain subject to overarching campus security protocols. **Foreign Nationals** must strictly comply with supplemental DAE and Government of India regulatory clearances.

7.2 Night Quiet Hours

To preserve an environment conducive to academic and scientific work, **Quiet Hours are enforced from 22:00 hrs to 06:00 hrs**. Loud activities, social gatherings, or noise disruptions during this window are completely barred.

Strict Prohibitions: The following items and activities are strictly prohibited within any part of the guest house premises:

- Consumption or possession of Alcohol, Narcotics, and Tobacco/Smoking products.
- Bringing or housing any pets or animals.
- Hosting unauthorized visitors or organizing private parties/gatherings.
- Engaging in illegal, disruptive, or non-decorous activities.

1. Misuse, Liabilities & Penalties

- **Property Damage:** Guests must maintain cleanliness. The cost of any physical damage to rooms, furnishings, or common amenities will be financially recovered directly from the occupant or the institutional host.
- **Definition of Misuse:** Misuse comprises providing fraudulent registration information, facilitating unauthorized occupancy, or overstaying beyond an approved duration without administrative sanction.
- **Penalties:** Violations will result in immediate eviction, financial penalties, blacklisting from future booking privileges, and formal disciplinary proceedings.

2. ADMINISTRATIVE GOVERNANCE

The day-to-day administrative operations of the facilities are managed by the designated **Guest House In-charge**. The apex and ultimate authority concerning all aspects of Guest House administration rests exclusively with the **Director, SINP**.