



Scholars' House

JAMIA HAMDARD

(Deemed to be University)

Hamdard Nagar, New Delhi-110062.

Guidelines for Scholars' House (Guest House)

1. Objective

The Guest House of Jamia Hamdard is maintained to accommodate official guests of the University, including visiting dignitaries, examiners, alumni, parents of students, and other individuals associated with academic or administrative engagements. These guidelines are issued to ensure standardized procedures and a comfortable stay for all guest.

2. Eligible Categories of Guests

- University Guests
 - Examiners and Resource Persons
 - Official Guests invited by any Department or Centre
 - Parents/Guardians of enrolled students
 - Guests of University Employees
 - Alumni of Jamia Hamdard
 - Program / event participants
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3. Facilities Available

- Well-furnished rooms with attached bathrooms
 - Air conditioning (AC)
 - Wi-Fi internet connectivity and television in room
 - 24-hour hot and cold water supply
 - Reception and in-house kitchen
 - Dining hall, coffee shop, and buffet breakfast service
 - Business center with waiting lounge and meeting room
 - Outdoor badminton court
 - Laundry and travel services (on request)
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4. Booking Procedure

- All bookings must be made using the official request form and approved by the competent authority.
 - The request should be submitted well in advance, clearly stating the purpose, duration of stay, and guest category.
 - Bookings are subject to room availability and University priorities.
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5. Check-in / Check-out Timings

- Check-in time: 12:00 PM
 - Check-out time: 12:00 PM (Noon)
 - Guests must vacate their rooms by the designated check-out time unless an extension has been approved in advance by the competent authority.
 - Early check-in or late check-out may be considered based on room availability.
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6. Tariff / Charges

- No charges for boarding and lodging will be levied on University Guests. Such expenses shall be borne by Jamia Hamdard or the concerned department, subject to prior approval from the competent authority.
 - For other categories such as alumni, parents, and employee guests, applicable charges (as per the approved tariff) will be communicated at the time of booking.
 - Payment, if applicable, must be made at the time of check-out.
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7. House Rules – Do's and Don'ts

- **Do's:**

- Maintain cleanliness and decorum at all times.
- Carry valid photo identification and approval letter/email at check-in.
- Report any maintenance or facility issues to the caretaker immediately.
- Ensure all electrical appliances are switched off when not in use.
- Adhere to check-out timings and Guest House policies.

- **Don'ts:**

- Smoking and alcohol consumption are strictly prohibited within the Guest House premises.
 - Visitors are not allowed inside guest rooms.
 - Playing loud music or causing disturbances is not permitted.
 - Cooking inside guest rooms is strictly forbidden.
- Weapons and pets are strictly prohibited.
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8. Emergency Contacts / Services

- Guest House Manager: 011-26059688 Extn. 5400 / 5402.
 - Campus Security: Available 24/7 at University Main Gate - 03
 - Medical Assistance: Hakim Abdul Hameed Centenary Hospital (HAHC), located within the campus
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9. Compliance

All guests are expected to comply with these guidelines in both letter and spirit. Non-compliance may result in immediate cancellation of the accommodation and future restrictions on the use of the Guest House.

Authority: Approval of the Vice Chancellor dated 21/06/2025.