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# RULES & REGULATIONS

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for the Guest House, SR Hostel, CIMS, Bilaspur



सर्वे संतु निरामयाः

CHHATTISGARH INSTITUTE OF MEDICAL SCIENCES  
BILASPUR, CG

Dean

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## Amendment Record Table

S. No.	Date of Amendment	Date of Adoption	Section/Clause Amended	Details of Amendment	Approved By (Dean/Authority)	Remarks (If Any)
1						
2						
3						
4						

### Column Descriptions

1. **Date of Amendment:** The date when the amendment was officially decided and documented.
2. **Date of Adoption:** The date when the amendment was implemented or became effective.
3. **Section/Clause Amended:** The specific part of the rules or policies that was modified.
4. **Details of Amendment:** A concise description of what was added, removed, or changed.
5. **Approved By:** The name and designation of the person or authority approving the amendment.
6. **Remarks:** Any additional notes, justifications, or references for the amendment.

## 1. General Guidelines

1. These rules may be called **Rules and Regulations for the Guest House, SR Hostel, CIMS, Bilaspur**. They shall come into force on the date they are adopted by the College Council Committee.
2. The Guest House is established to provide accommodation to visitors affiliated with government or academic institutions, medical professionals, parents of CIMS students, and other individuals visiting CIMS for official or academic, or personal purposes.
3. Booking requests are subject to availability and approval by the Dean, CIMS.
4. All guests must adhere to the rules and regulations of the Guest House, as well as any guidelines issued by the Government of India regarding hotel accommodations.

## 2. Eligibility for Accommodation

### 2.1 Priority Guests:

- a. Officials from the National Medical Commission (NMC).
- b. Government officials visiting CIMS for official purposes.
- c. External examiners, speakers, and invited guests attending CIMS-organized events or academic activities.

### 2.2 Other Guests:

- a. Faculty or professionals from other medical or academic institutions.
- b. Parents or guardians of current CIMS students.
- c. CIMS students requiring temporary accommodation due to health issues (e.g., accidents or injuries) that prevent them from accessing their own rooms on higher floors. Such students will be provided **free accommodation**, subject to approval by the Dean, CIMS during their examination only.
- d. Family members or associates of CIMS staff, subject to approval and availability.

## 3. Tariff Structure

### 3.1 Room Rent:

- a. **Non-AC Room:** ₹500 per day.
- b. **AC Room:** ₹700 per day.
- c. **Executive Rooms:** ₹1000 per day.

### 3.2 Free Accommodation:

- a. Officials from NMC and other government officials visiting CIMS for official purposes.
- b. CIMS students with medical conditions requiring temporary accommodation (as per Clause 2.2).
- c. Any guest deemed eligible by the Dean, CIMS, at their discretion.

#### **4. Booking Procedure**

##### **4.1 Booking Request Form:**

- a. Guests seeking accommodation must fill out a **Booking Request Form**, which can be submitted by CIMS staff or students on behalf of the guest.
- b. The form must include the guest's details, purpose of visit, duration, type of accommodation required, and the name of the person responsible for the booking.

##### **4.2 Identity Verification:**

- a. All guests must present a valid **Government-issued Identity Card** (e.g., Aadhaar, Passport, Voter ID, PAN Card) at the time of check-in.
- b. A copy of the identity card will be retained for records.

##### **4.3 Check-In and Check-Out Policy:**

- a. **Check-In and Check-Out:** 24-hour basis from the time of check-in.
- b. **Maximum Stay:** 03 days. Extensions beyond this period require written approval from the Dean, CIMS.

#### **5. Rules for Guests**

- a. Guests must maintain proper decorum and follow the rules during their stay.
- b. Alcohol consumption, smoking, gambling, and any unlawful or inappropriate activity are strictly prohibited on the premises.
- c. Guests must respect the privacy and safety of others staying in the Guest House.

#### **6. Responsibilities of Booking Individuals**

- a. The individual (CIMS staff or student) who books a room for a guest is **jointly liable** for any misconduct or violations committed by the guest during their stay.

- b. Any disciplinary action resulting from guest misconduct will apply to the booking individual as well, as per the rules of CIMS.

## 7. Safety and Security

### 7.1 Safety of Belongings:

- a. Guests are responsible for the safety of their personal belongings.
- b. The CIMS management will not be liable for loss, theft, or damage to personal items.

### 7.2 CCTV Surveillance:

- a. Common areas of the Guest House are under CCTV surveillance for security purposes.

### 7.3 Emergency Protocols:

- a. Emergency contact numbers (police, fire department, ambulance) are displayed prominently within the Guest House premises.
- b. In case of any emergency, guests must immediately inform the Guest House in-charge.

## 8. Payment and Billing

- a. Payment for accommodation must be made in advance or at the time of check-in.
- b. Receipts will be issued for all payments.
- c. Free accommodation requests must be approved in writing by the Dean, CIMS, prior to the guest's arrival.

## 9. Cancellation Policy

- a. Cancellations must be notified at least **24 hours in advance** for a full refund.

## 10. Compliance with Government of India Rules

- a. The Officer In-Charge of the Guest House, or the Warden of the SR Hostel (if the Officer In-Charge of the Guest House is not appointed), shall adhere to all rules issued by concerned authority regarding hotel accommodations, including:
  - I. Maintenance of a **guest register** with detailed information of all guests (name, address, identity proof, purpose of visit, and duration of stay).
  - II. Ensuring identity verification for all guests, including passports and visas for foreign nationals.
  - III. Prohibiting illegal activities and reporting any suspicious activity to the authorities.

## 11. Authority of the Dean

- a. The Dean, CIMS, reserves the right to:
- I. Approve free accommodation for any guest at their discretion.
  - II. Extend the stay of a guest beyond the maximum permissible duration.
  - III. Cancel any booking at any time without citing any reason.
  - IV. Enforce additional rules or make exceptions under special circumstances.
  - V. Deny admission to any guest if deemed necessary, as **Right to Admission is Reserved.**

## 12. Amendment Policy

1. **Authority for Amendments:**
  - The Dean, CIMS, has full authority to amend, add, or delete any rules or policies related to the Guest House.
2. **Implementation:**
  - All amendments will be recorded and take effect immediately from the **Date of Adoption.**
  - Relevant parties will be notified accordingly.
3. **Binding Nature:**
  - All amendments are mandatory for compliance by guests, applicants, and management.
  - Exceptions may only be granted by the Dean, CIMS in writing.
4. **Dean's Discretion:**
  - The Dean may introduce temporary rules or exemptions as necessary.
  - All decisions made by the Dean, CIMS regarding amendments are final and binding.

S. No.	Name of Document	Date of 1 <sup>st</sup> Adoption
1.	Rules & Regulations, Guest House, SR Hostel, CIMS	College Council Committee - 06 <sup>th</sup> March 2025 Executive Council of Autonomous Society CIMS - 13 <sup>th</sup> March 2025



**CIMS Guest House Booking Request Form**  
**Senior Resident Hostel, CIMS Campus, Bilaspur**

**Section 1: Applicant Details**

1. **Name of Applicant:** \_\_\_\_\_
2. **Designation/Role:** \_\_\_\_\_  
(CIMS Staff / Student / Other – Specify)
3. **Department:** \_\_\_\_\_
4. **Contact Number:** \_\_\_\_\_
5. **Email ID:** \_\_\_\_\_

**Section 2: Guest Details**

1. **Name of Guest:** \_\_\_\_\_
2. **Guest's Contact Number:** \_\_\_\_\_
3. **Relationship to Applicant:** \_\_\_\_\_
4. **Purpose of Visit:** \_\_\_\_\_
5. **Organization/Institution (if applicable):** \_\_\_\_\_

**Section 3: Type of Room :- AC Room (Rs 700/ )/ Non AC Room (Rs 500/day)/ Executive(1000/- Per Day)**

1. **Check-in Date & Time:** \_\_\_\_\_
2. **Check-out Date & Time:** \_\_\_\_\_
3. **Duration of Stay (in days):** \_\_\_\_\_

**Section 4: Declaration**

1. I hereby declare that the information provided above is accurate to the best of my knowledge.
2. I take full responsibility for the conduct of the guest during their stay at the CIMS Guest House.
3. I understand that I will be held liable for any misconduct, damage, or violation of rules by the guest.
4. I agree to abide by the Guest House rules and regulations and ensure the guest adheres to the same.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Section 5: Approval (For Office Use Only) Booking Approved/Denied**

**Room Assigned:** \_\_\_\_\_

Signature of Guest House In-Charge: \_\_\_\_\_

Date: \_\_\_\_\_





# CIMS Guest House Booking Request Form

## Senior Resident Hostel, CIMS Campus, Bilaspur

### Section 1: Guest Details

1. **Full Name:** \_\_\_\_\_
2. **Date of Birth:** \_\_\_\_\_
3. **Gender :** \_\_\_\_\_
4. **Address:** \_\_\_\_\_
5. **Contact Number:** \_\_\_\_\_
6. **Email ID:** \_\_\_\_\_
7. **Identity Proof Submitted** (Attach a copy):
  - Type (e.g., Aadhaar/Passport/Voter ID): \_\_\_\_\_
  - ID Number: \_\_\_\_\_

### Section 2: Accommodation Details

1. **Room Type:** AC Room (Rs 700/ Day)/ Non AC Room (Rs 500/day)/ Executive(1000/- Per Day)
2. **Check-in Date & Time:** \_\_\_\_\_
3. **Check-out Date & Time:** \_\_\_\_\_
4. **Total Duration of Stay (in days):** \_\_\_\_\_

### Section 3: Declaration by the Guest

1. I confirm that the information provided above is accurate to the best of my knowledge.
2. I agree to abide by the rules and regulations of the CIMS Guest House during my stay.
3. I understand that any damage to Guest House property or misconduct on my part will result in penalties and may be reported to the relevant authorities.
4. I acknowledge that the CIMS Guest House management is not responsible for the loss, theft, or damage of my personal belongings.
5. I undertake to vacate the room by the specified check-out time unless an extension is approved by the Dean, CIMS.
6. I understand that my stay may be terminated at any time if I am found violating any rules or regulations.

**Guest's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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### Section 4: For Office Use Only

1. **Room Number Assigned:** \_\_\_\_\_
2. **Identity Proof Verified:**
  - Yes
  - No
3. **Verified By (Name and Signature):** \_\_\_\_\_