

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY  
HYDERABAD- 500 007

**GUEST HOUSE**

Total Rooms: 19 nos. (Ground, First Floor)

Dining Halls: 2 nos. (Ground and First Floors)

Facilities:

All rooms have:

- Air Conditioner
- Refrigerator
- Geyser
- Television
- WiFi Enabled
- On order food will be arranged for general guests.

**Present Tariff:**

Tariff I: For Rooms 4, 5 & 6 (Adjacent to Bank) Ground Floor:

For Single occupancy (one person) per day **Rs.400/-**

For Double occupancy (two persons) per day **Rs.600/-**

Tariff II: For Room Nos. 11 to 13 (Ground Floor) and 101 to 108 (First Floor):

For Single occupancy (one person) per day **Rs.600/-**

For Double occupancy (two persons) per day **Rs.800/-**

## **Guidelines to avail Guest House Facility**

1. Booking shall be made purely provisional and also on First-Cum-First Served basis.
2. No telephonic bookings/cancellation will be entertained.
3. Booking can be done by visiting the office of the Guest House on or before 15 days on guest arrival. Based on the availability of rooms requisition form will be issued.
4. Cancellation can be made by submitting a duly filled in form at Guest House or through e-mail [eflughouse@gmail.com](mailto:eflughouse@gmail.com) as early as possible.
5. Priority for accommodation will be accorded to guests as follows:

### **(i) Category A: For Professor/Assistant Professor/Lecturer**

- A Professor/Assistant Professor/Lecturer of this University may book accommodation for his/her own guests only TWICE in a Semester.
- A Professor/Assistant Professor/Lecturer of this University may be endorsed/signed only ONCE in each Semester for his/her students' parents/spouse/guardians and immediate family members accommodation purpose.
- For all official purpose such as Seminars/Lectures/Talk etc. requests may be ROUTED through the Competent Authority only.

### **(ii) Category B: For Students and Non-Teaching Employees**

#### For Students

- Students may collect the Indent/Requisition form for their parents/spouse/guardian Accommodation from the office of the Guest House and get it endorsed/signed by one of his/her faculty of this University.

#### For Non-Teaching Employees:

- All non-teaching employees (Permanent) collect the application form from the guest house office and it should be routed through the DR/AR/ of the concerned Head of the Departments or Schools.

6. Institute may at its discretion, cancel a booking or offer alternate accommodation.
7. Guest(s) will be required to submit a copy of the Photo Identity Proof as Aadhaar Card / Driving License / Institution Identity Card at the time of check –in.

8. Booking may be cancelled in emergent situations, if accommodation is required by the institute for official purposes.
9. Accommodation in the Guest House may normally be made up to a maximum of *seven days*. When accommodation is required for more than *seven days*, special permission of the Competent Authority shall be required.
10. There shall be no concession in tariff for failure of air conditioning electricity, water supply or any other facility.
11. Room tariff does not include any meal, snacks or tea and these are chargeable at actuals.
12. Additional person in the room, Rs. 400/- per person
13. Guests shall place order for breakfast/lunch/dinner to the guest house well in advance. In case of cancellation of order, the guest house has to be intimated one day in advance to avoid food wastage. Otherwise, payment has to be made for the ordered items.
14. All the guests staying in the guest rooms will have to fill up the guest register during check-in and check-out.
15. All guests, after checking in, are bound to follow the guidelines of the guest house.
16. In case of violation of the above guidelines or any misconduct or action deem to cause inconvenience or discomfort to others, the Management of Guest house reserves the right to ask the guest to vacate the room at short notice/immediately.
17. Institute shall not be responsible for valuable items kept in the rooms.
18. Any damage or loss to the guest house caused by the guest by will be subject to a fine to the guest / sponsor.
19. No payment through Debit Card /Credit Card shall be accepted. Cash payment alone will be accepted and guests are requested to collect cash receipt /bill from the guest house reception without fail.
20. There is always room for improvement. Suggestion / complaints, if any may be mailed to <guesthouse@gmail.com>

**Office of the Guest House**

**OSD and Dean  
Guest House**

