

MAHARSHI DAYANAND UNIVERSITY ROHTAK
APPLICATION FORM FOR RESERVATION OF ACCOMMODATION IN
FACULTY HOUSE

1. Name _____ Designation _____ Emp. No. _____

2. Official Address _____ Contact No _____

3. For whom (Name _____ Relation _____)

4. Whether applicable (Please tick any one of the following :-)

- Teachers/Non-Teaching Staff on MDU Duties.
- Serving/Retd. Employees of MDU (along with Father/Mother/Spouse/Children and their blood relatives).
- Marriage and Marriage related functions of Serving/Retd. Employees of MDU (Self/Son/Daughter).
- Alumni of MDU and Other Guests relatives of Serving/Retd. Employees of MDU.
- Employees of only State University of Haryana and Aided/ Govt. Colleges of MDU.
- Employees of only other affiliated Colleges of MDU and other universities.
- Officers of Haryana/Central Govt. Autonomous Bodies including Judges.

5. Number of Rooms required: (i) AC _____ (ii) Non AC _____

6. Dates from ___/___/2023 (after 1200 noon) to ___/___/2023 (up to 1200 noon)

7. Purpose _____

General Instructions

1. **Check-out time shall be 12.00 Noon.**
2. **Meals will not be served in rooms.**
3. **Payment towards reservation of room (s) and meals will have to be remitted in advance.**
4. The reservation may be cancelled in case of VIP event or emergency.
5. No room rent will be refunded in case of cancellation.
6. Damage if any, cost of item will be borne by the applicant.
7. Smoking and consumption of liquor is strictly prohibited in the Faculty House
8. Meal timings in the dining hall to be strictly adhered to.
9. Only authorised person with close relation of the applicant is allowed to stay in the rooms.
10. In all cases, applicant is responsible for any type of mis-happening, losses and damage of items.
11. **Guests are supposed to submit a- valid I D Proof (Mandatory) & Covid vaccination-certificate.**

I have read above instructions carefully.

Signature of applicant

Date ___/___/2023.

(For Office Use Only)

Remarks: May allow room no.for.....days @ /- per day per room please.

Care-Taker

I/C Faculty House

Registrar