



Madras Agricultural Students' Union

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Date: 11.02.2020

CIRCULAR

Sub: MASU - Guest house for rent - intimation - regarding
 Ref: Proc.of Executive Committee Meeting dated 4.9.19 & 4.12.19

The Madras Agricultural Students' Union (MASU) is functioning in the new MASU building. Two guest rooms (double Non AC) are available in the building. The Executive committee has decided to let the guest rooms for rent on a daily/monthly basis with the tariff detailed below:

Daily basis:

For MASU Members .. Rs.300/- per member/day
 For Others .. Rs.500/- per person/day

Monthly basis:

For MASU Member ..Rs.5000/- per member


 SECRETARY

To
 All the University Officers/Heads of Departments of TNAU
 -with a request to circulate among the Members of MASU,
 TPO to Vice-Chancellor TNAU, Coimbatore-3.
 PA to Registrar/PRO, TNAU, Coimbatore-3.
 All the Members MASU

SL.NO

**MADRAS AGRICULTURAL STUDENTS UNION
TAMIL NADU AGRICULTURAL UNIVERSITY
GUEST ROOM BOOKING FORM**

Name of the applicant	:		
Designation & Address	:		
Mobile No. of applicant	:		
Name(s) of the guest	:		
No. of persons	:		
Date(s) & Time of visit	:	From	To
Reason / purpose of visit (Exact reason)	:		
Guest House	Non A/C	:	
Signature of the applicant	:		
	:	Recommending office/Member	Individual visitor

Care taker name

Check In	
Check Out	

**Signature and Seal of
recommending Officer**

FOR OFFICE USE

Type of stay / visit approved	:	
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Approving Officer

GUEST ROOM RULES AND REGULATIONS

- Guest Rooms will be allotted by the Secretary, MASU only based on the request from individuals / Departments. Hence, it is requested to send the request in advance with Guest Room Booking form available in the MASU website/MASU office.
- Guest Rooms will not be allotted if request received through WhatsApp message, phone call, SMS and email without guest Room booking form.
- Guests are requested to write all the details along with signature including mobile numbers while check-in and check-out times.
- All rooms are double bedded. No individual can claim single occupancy in a double room, even if other rooms are vacant. Paying rent for two persons to stay single in a room is also not allowed.
- Permission letter from competent authority is compulsory for line department officials / employees.
- Handwritten letters with signature and seal of the head of office / higher authority in original is also accepted for urgent visit.
- The visit of line department officials / employees / members of MASU without permission letter will be considered strictly as personal.
- Private persons without any work in TNAU Coimbatore campus will not be given accommodation.
- Private organization employees on TNAU assigned works should get their accommodation form signed by the respective TNAU Department / office, to be submitted before vacating.
- The guest house manager has the right to check any rooms for suspicious activities. Occupants are requested to co-operate to maintain the decorum of the University.
- Liquor and smoking are strictly prohibited and if such items found inside the rooms, the inmates will be evicted by security office and the matter will be intimated by the Registrar to the respective department heads for further disciplinary action, as such activities are strictly prohibited inside educational institutions.
- Guests are requested to switch off the electricity and close all the water taps scrupulously.
- **Rs.500/- will be collected fine if the room keys are missed.**