

## **GUIDELINES FOR STUDENTS TO HAVE GUESTS ON CAMPUS**

All students who plan to have guests on campus are requested to inform the concerned Wada Parents in all instances. Additionally, if your guest is going to give a talk, seminar, workshop, etc., let the Outreach office know at [development@muwci.net](mailto:development@muwci.net).

Students from near-by cities and towns (like Mumbai, Pune, etc.) must inform Wada parents in the case of visits and deliveries by drivers and/or parents. In case, the information is not available with the Wada Parent, it is possible that the guest will not be allowed to visit. Such visits and deliveries are not recommended in general.

### **Guest House Booking Procedure**

If guesthouse accommodation is required it will be booked on a first-come-first-served basis. However, preference will be given to official guests (e.g. external speakers for workshops, university reps, Outreach Programme participants etc.). For this reason, anyone booking accommodation for private guests will not get a confirmation of their reservation until 14 days before the guest's expected date of arrival.

Please e-mail Usha Sundaram at [usundaram@muwci.net](mailto:usundaram@muwci.net) for any guesthouse bookings.

### **Arrival Procedure**

Upon arrival at the college and registration at the main gate, visitors will receive a visitor's card-which should be worn or kept on their person during their stay on campus.

Guests staying in the guesthouse will then be brought to the Security Desk where they will be required to settle the bill for their stay on campus, receive their cafeteria coupons and keys for guest rooms.

Additionally, a small deposit (Rs.100) will be held back at the time of payment to ensure the visiting card is returned to the Reception.

### **Parents**

Parents are welcome to visit and stay in the guesthouse for the standard rate. A suggested maximum duration of a visit is 4 days.

Parents may visit the room of their ward with prior consent from other room-mates; however, it is requested that they do not delay leaving residential area to respect the privacy of other students.

## **Personal Student Visitors of the same age as them, including recent graduates**

Our guidelines require that a college student take full responsibility for the behavior of their guests who are expected to comply with all college rules.

Guests may sleep in student rooms, for a maximum of two nights.

Visitors staying in the Wada are charged Rs.500 per person/night inclusive of food.

They may sleep in student rooms provided permission from all members (8 in total) of the house where he / she is to be hosted has been asked for and obtained.

## **Times when No visitors are allowed**

Parents of incoming first years are welcome to drop their children off at the campus at the beginning of the year; however, they should not then stay on campus, as we would like the students to be able to integrate into the community in an uninterrupted manner.

Visitors of approximately the same age (between 15 – 21 years old) as the students are not to be invited to campus during the first four weeks of the school year, when first and second year students are getting to know each other, and during the examination period in the month of May.

There are no camping facilities at the college or its surroundings.

## **Guesthouse charges are shown below**

These charges cover the college's costs and help support the scholarship fund. Cafeteria food charges are included in the cost of the guesthouse.

### **GUEST CHARGES**

Student's private guests (parents/relations/friends)

- Rs.1500 per first person per room per night (non A/C)
- Rs.2000 per first person per room per night (with A/C)
- Rs.1000 per additional person per night
- Rs.500 per additional child per night