



AMITY UNIVERSITY HARYANA

Established vide Government of Haryana Act No. 10 of 2010

AMITY UNIVERSITY HARYANA STANDARD OPERATING PROCEDURE ACCOMMODATION

General: This policy guideline lays down the rules for allotment, and use of accommodation within the campus of Amity University Haryana. The privilege of accommodation is extended to faculty & staff with an aim to make the campus life more vibrant and with an expectation of contribution by campus resident faculty towards academic & research development beyond working hours & holidays. Allotment of accommodation on campus should be deemed to be a privilege – not a right.

Category of Accommodation

Sr. No	Designation	Type of Accommodation
a	Vice Chancellor	3 BHK (Reserved)
b	Directors/Professors/Registrar Senior Scientist	3 BHK
c	Dy. Dir's/AP 1,2 & 3/ Asst Registrar	2BHK/1BHK
d	Single Faculty/ Teaching Asst/NT Staff with salary > Rs 30,000 pm	1 Room in 2 BHK flat in Hostel/1 Room, 1 BK, in Hostel Suite.
e	Single NT staff with salary < Rs 30,000 pm	In sharing, 1Room in 2 BHK flat in Hostel/1 Room in Hostel Suite.
f	Dormitory	Security & Admin Staff/ Essential services staff

Availability of Accommodation

TYPE	Hostel Blocks	A Block	B Block	C Block	TOTAL
3BHK	NIL	7	6	NIL	13
2 BHK	54	34	22	44	154
1 BHK	6	2	14	15	37
1BK	NIL	30	12	8	50

Eligibility:-It is essential that the accommodation single/married according to the marital status of individual (Single/ Married) be authorized in the OFFER LETTER at the time of joining. Under exceptional cases the single/married accommodation can be locally authorized temporarily on merits.

Change of Authorization: - The authorization of single accommodation in OFFER LETTER can be upgraded after approval of VC, on a request application of the individual giving the date of marriage, (after date of joining). The name will be included in Seniority list as per date of application.

Handwritten signature/initials

Waiting List: - The name will be included in Seniority list as per Date of Joining or Date of Application whichever is later. A separate waiting list will be maintained for single and married accommodation. Names of individuals NOT authorized any accommodation in offer letter, but locally authorized after VC's approval will also be included in waiting list. A copy of application form for accommodation on campus is attached as Appendix 'A'

Priority:-

1. OUT OF TURN authorized in offer letter.
2. Individuals offered married accommodation subject to availability in offer letter.
3. Individuals offered single accommodation in offer letter, but later upgraded to married accommodation locally after approval by VC.
4. Individuals not authorized in offer letter request for accommodation anytime after joining. (Application to be addressed to Vice Chancellor). Seniority in the waiting list will be as per date of approval.
5. Individuals requesting for accommodation on compassionate grounds will be dealt with on case by case basis.
6. Disabled/Physically challenged (Divyang) if requesting, will be given PRIORITY in allotment of authorized accommodation and preferably on GROUND Floor, though the Residential Blocks are equipped with Lifts.

Floor Preference: - Though no floor preference will be normally entertained, however exceptional cases with critical medical problems justified by medical documents will be decided on merits of the case.

Couple University Employee:- Only one of the working couple is entitled to an accommodation, when both husband and wife are working in the campus. In case any one of the spouse resigns, the flat allotment will be transferred to the University employee spouse. In case of termination of service of any one of the spouse, the other spouse will be asked to vacate the Married Accommodation as well.

Single Accommodation: - This can comprise of – 1BK flat/one room in 2BHK Hostel Flat or room in Hostel suite or any alternate space temporarily allocated for purpose. After allotment of any type of single accommodation, the name will be deleted from waiting list.

Married Accommodation: - This can be 1BHK flat/2BHK flat in faculty Residence blocks or Hostel Blocks, after allotment of any type of married accommodation, the name will be deleted from wait list. In case the allottee is not willing to accept 1 BHK flat and wants only 2 BHK, the application should be submitted to Dir. Admin immediately on receipt of allotment letter. After approval, the seniority will be retained in the wait list and only 2BHK flat as and when available will be considered for allotment. Married accommodation in the faculty residence blocks A, B & C will be allotted to faculty & staff drawing a salary of Rs.30000/- and above per month.

Essential Services: - The following departments will be considered as essential services and out of turn allotment will be authorized considering the requirement & duties of the individual

- EA to VC, Dy. VC & Pro VC
- Hostel
- Maintenance
- Security
- Hospitality
- Administration
- Power house
- Medical



Dormitory Accommodation: - The beds in the dormitory will be allotted to non teaching staff after considering their requirement to be on campus beyond working hours and holidays.

Refusal of Allotment: - This is to be informed immediately to Dir. Admin, on receipt of allotment letter with a written request citing the reason and if required mention retention of seniority in wait list.

Handing/Taking Over: - The handing and taking over is to be completed and allotted flat occupied within 7 days of the allotment letter, failing which the allotment will be cancelled and name brought to the bottom of the wait list. A copy of the allotment letter is attached as Appendix 'B'

Inventory: - The allottee will have to sign the inventory for the various furniture and fixtures in the flat. Record of same will be maintained in Admin office. The inventory will be checked at the time of vacation of flat and damages charged for any discrepancy.

Maintenance: - Repairs due to fair wear & tear will be undertaken by Maintenance Dept. However damages due to negligence will be charged from the allottee. The decision of management will be final on this issue.

Modification: - No external/internal modification/alteration in building is permitted. Any external fitments such as ACs / coolers, Dish Antenna etc be carried out in consultation with Dir Admin.

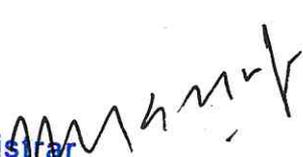
Electricity: - Electricity entitlement will be charged at HSEB rates. Only VC & Pro VC are entitled for free electricity.

Furniture: - Effort is made that each flat be provided with essential furniture, but the availability of the same is subject to order placed & delivery by vendor. The non-availability of furniture cannot be quoted as a reason for non-acceptance & refusal of a flat. A copy of the Inventory to be signed by allottee is attached as Appendix 'C'

Rent Deduction: - The rent as per the accommodation allotted will be deducted by Accts Dept. The same can be reviewed by the University as and when required. The rent for various categories of flats is as under:

S. No.	Category	Rent
1	3 BHK	11,140/-
2	2 BHK (Faculty Flats)	6,800/-
3	2 BHK (Hostels)	5,360/-
4	2 BHK (Hostels Flats Sharing)	2,680/-
5	1BHK(Faculty Flats)	3,830/-
6	1BHK(Hostels)	5,780/-
7	1BK	2,720/-
8	Hostel Suite (Room)	9,40/-
9	Hostel Suits (Room Sharing)	4,70/-

Review: This policy will be reviewed on as required basis.


Registrar
Amity University, Haryana
Manesar, Gurugram 122413

