

Ref.: GEU/R-359a/23

March 6, 2023

## ACCOMMODATION POLICY OF THE UNIVERSITY

### **Short Title and Commencement:**

These regulations shall be known as the "Accommodation Policy for Graphic Era Deemed to be University" and shall come into effect from the date of approval by the competent authority.

### **Definition and Interpretation:**

In these regulations, unless the situation demands a different interpretation, the following definitions and guidelines shall apply

- **"Allotment"** means the granting of the right to occupy a residence in accordance with the provisions of this policy.
- **"Employee"** refers to any person on the rolls of Graphic Era Deemed to be University in a regular cadre.
- **"Family"** includes the employee's spouse, children (including stepchildren and legally adopted children), and parents living with the employee as dependents.
- **"Competent Authority"** means the President/Vice Chancellor or any other officer specifically authorized by the Competent Authority on his/her behalf.

### **General Rules:**

1. Graphic Era Deemed to be University (GEU) is not obligated to provide residential accommodation to any employee, and accommodation will be subject to availability.
2. Accommodation in the campus cannot be claimed as a matter of right, as the number of accommodation units is limited and of different categories and sizes.
3. The Competent Authority reserves the right to withdraw the facility provided to employees/faculty members without assigning any reason.
4. The decision of the Competent Authority regarding allotment, non-allotment, or vacation of flats shall be final.
5. Employees may be allotted single or family accommodation based on eligibility norms and availability of vacant accommodation.
6. Family accommodation will be given only to married employees staying on campus with their spouses, and exceptions may be granted by the Competent Authority based on merit.
7. Employees may apply for accommodation after joining, and allotment will be based on availability and priority criteria as specified in the annexure.
8. The priority list will be based on employee category, designation, and salary grade. Employees seeking change of accommodation must wait for at least two years from the current allotment, except in medical exigencies.
9. The application for accommodation will be submitted to the Registrar's office, and allotment will be based on the seniority of application receipt.

10. Accommodation may be allotted out of turn to the Director and senior officers at the discretion of the Head Office/Vice Chancellor. Out-of-turn allotment for other levels will be considered strictly on merit.
11. Allottees must accept the allotment and shift by the due date mentioned in the allotment letter. Failure to do so will result in removal from the waiting list, and the individual will have to reapply.
12. Employees who resign or are asked to vacate the apartment must do so within the specified period. Failure to comply will result in evacuation procedures being initiated.
13. An employee can apply for a change of quarters after occupying the allotted quarters for at least two years, except in the case of a change in designation/grade.
14. Employees may apply for a change of residence on extraordinary medical grounds, subject to approval by the Medical Board.
15. If both husband and wife are employees of GEU and occupy the same flat based on the higher designation, the lower designation employee must shift to an appropriate flat if the higher designation occupant leaves the organization.
16. Studio Apartments are primarily for single male/female faculty, but married couples may also be permitted to stay in them.
17. Rules and restrictions apply to overnight stays of guests in studio apartments.
18. Staff quarters are primarily meant for Grade-III employees whose work requirements exceed normal working hours.
19. Accommodation within the campus will only be provided to employees whose salaries are paid by GEU.
20. All residents must maintain cleanliness and decorum in the campus and assist in keeping the surroundings clean.
21. Residents will be responsible for the whitewash and maintenance of the apartments.
22. Residents are not allowed to install heavy power rating equipment without proper approval.
23. Additional power points will not be provided, and residents must liaise with the concerned department for AC installations.
24. Residents must keep their apartment keys with a colleague or friend when outstation for more than three days.
25. Intentional damage to the apartment or walls will result in damage charges being applied.
26. Residents are expected to follow the guidelines for power consumption and proper usage of electrical equipment.

  
Registrar

Copy to:

PRO: For kind Information of the Hon'ble President

1. The Chancellor
2. Vice Chancellor
3. Finance Officer
4. Controller of Examinations
5. All Directors, Deans & HODs
6. Deputy Registrar Examinations
7. All Administrative Departments
8. Web Administrator for updating on the University website