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## SRI SRI UNIVERSITY

SRI SRI UNIVERSITY	Employee Accommodation Policy	SSU/HR/2022/V1.0
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The purpose of this accommodation policy is to provide guidance on the rules and regulations that are in place for all employees who reside in university provided accommodation. The provision of accommodation cannot be guaranteed and will only be available if it is deemed to be of commercial benefit to the better operation of the university.

## 2. SCOPE

This accommodation policy will apply to all the employees of Sri Sri University residing in university provided accommodation.

## 3. POLICY DETAILS

### 3.1 Accommodation

Accommodation referred to in the policy includes all accommodation that is provided by the University in relation to employment.

Definitions of accommodation include:

**In-campus** - any accommodation located inside the university campus located at Sri Sri University, Sri Sri Vihar, Bidyadharpur Arilo, Ward no – 3, Cuttack - 754006

**Rented** – property that is privately rented by the university and used to provide accommodation for employees.

### 3.2 Eligibility

**3.2.1** The University accommodation shall be allotted on approval only. Following categories of employees shall be eligible for allotment of university accommodation.

- (a) Full Time (Faculty & Administrative Staff) /Consultant / Guests / Tenure based employee of the university.
- (b) Adjunct or Visiting faculty.
- (c) Emeritus Professors / Emeritus Fellow & Post-Doctoral Fellow.
- (d) Employees on deputation.
- (e) Employee under Research schemes/ Projects/ Centres as per the MOU's signed between the University and the agencies.
- (f) Employees employed in Research schemes/ Projects of the university approved by various funding agencies.
- (h) Group "D" staff

**3.2.2** If a person and his/ her spouse are both employees of the Institute, only one of them shall be eligible for the allotment of accommodation.

**3.2.3** A member of staff serving at Sri Sri University campus shall be eligible for an accommodation in the Sri Sri University campus.

## 4. HOUSE ALLOTMENT COMMITTEES (HAC)

There shall be a House Allotment Committee (HAC) appointed by the Director Operations for all the Staff serving at Sri Sri University. The nominated members of HAC shall normally have tenure of 1 year and shall be

responsible for considering the applications and recommending to the Director Operations the allotment of residences to different category of Staff.

## **5. ALLOTMENT PROCEDURE**

**5.1** Persons desirous of availing of university accommodation have to make an application to the Chairman of the House Allotment Committee (HAC) in prescribed format (Annexure 1).

Allotment of vacant residence will be made by HAC after assessing the applications received and the housing units available. Factors to be considered will be

- i) Designation of applicant
- ii) Availability of accommodation units
- iii) Date of joining of the applicant
- iv) Nature of Job: Is the applicant required to stay on campus

The last date for receipt of applications shall be fixed by the Chairman of the House Allotment Committee(HAC). Application, once made, can also be withdrawn upto the last date for receipt of application.

**5.2** The House Allotment Committee (HAC) will get each vacant residence inspected by the Maintenance Department and will arrange necessary repairs and white washing etc. Maintenance Department will also certify that the vacant residence is safe and liveable and will inform the Chairman, HAC that the House is available for allotment.

## **6. CATEGORIES OF RESIDENCES**

All the residences of the Institute shall be categorized by the Category A, B, C, D and E. Each category caters to the set of grade of employee from Senior Management, Teaching, Administration and Group-D.

**6.1** Further categorization shall be according to the Accommodation type, AC / Non AC / Rent applicable for respective category. This will, however, be revised as per recommendations from time to time. The current categorizations are as given below:

Category	Grade of Employee	Accommodation Type	AC or Non AC	Details of Accommodation	Rent Applicable	Facilities
Category A1	Director Operations / Executive Registrar / Dean (Professor) / Director Student Affairs	Family Accommodation (semi furnished)	3BHK	VC Guest House & Faculty Housing	Rs 17,000/- Per Month+ electricity charges	4 wooden cots with mattress, 2 Double Cupboard in each of the 2 master room, 3 AC's, Light and water fixture, Kitchen Ocabinet, RO plant, Geyser, Room mirror, B'room Mirror, Curtains, 2 Plastic chairs, 1 Small Dustbin , 2 Doormats and a side table in each of the master room.
Category A2		Family Accommodation( Semi Furnished)	2BHK	Faculty Housing	Rs 15,000/- Per month+ electricity charges	One Double Cupboard in each of the Master bedroom. Rest same as in category A1
Category B1	Professors/Associate Professor/ Dy. Director (Operations) /Head Finance, IT, HR / COE	Family Accommodation	1BHK AC	Employee Housing Wings @ Ambar, Kadambari, Aravalli, HB 4, Kailash , Sevak Kutir and Family Qtrs 1&2	Rs 13,500/- Per month+ electricity charges.	AC's, 2 wooden cots with mattress, 2 Single cupboards, light and water fixtures, Geyser, Room mirror, B'room mirror, 1Study table , One Side table, a plastic chair, Curtains, 1 small Dustbin and a Doormat.
		Family Accommodation	1BHK Non AC		Rs 12,000 /- Per month+ electricity charges.	All the above except the AC's.
		Family Accommodation	Studio Plus ( AC)		Rs 12,500/- Per month+ electricity charges.	One 1.5 tonne Ac, 2 Metal Cots with mattress, 1 study table and a Plastic Chair, Room Mirror, B'room mirror, Light and water fixtures, 2 Single Cupboards, Geyser, Curtains ,Doormat and a Dustbin.
Category B2		Family Accommodation	Studio Plus ( Non AC)		Rs 11,000 /- Per month+ electricity charges.	All the above except the AC.

		Single Sharing	AC/ Non-AC (* Based on availabi lity)		1. Rs 8,000/- (AC)  2. Rs 7,000/- (Non AC) Per Month+ electricity charges.	One Metal Cot with mattress, One Cupboard, Study Table with Plastic chair + Side table (if HOD), Hot water, Curtains, Doormat, Room Mirror, B'room Mirror and 1 small Dustbin
Category C	Assistant Professor / Faculty Associate / Sr. Managers / Managers / Assistant Registrars	Twin Sharing	AC/ Non-AC (* Based on availabi lity)		Rs 6,000/- (AC) Rs 4,500/- (Non AC) Per Month+ electricity charges.	2 Cupboards, 2 metal cots with mattress ,2 Study Tables, Curtains, Hot water, Doormat, 1 small dustbin, 2 plastic chairs, Room Mirror and a B'room mirror.
Category D	Assistant Manager / Executives	Twin Sharing & Triple Sharing	Non-AC		Rs 3,000/- (Non AC) Per Month+ electricity charges.	3 Cupboards, 3 metal Cots with mattress ,3 Study Tables , 3 Plastic chairs, Light and water fixtures, Hot water, Curtains, Room Mirror, B'room mirror, Doormat and a dustbin.
Category E	Supervisors / Group – D Staffs	Four Sharing & Six Sharing	Non-AC	Staff Quarters – 1 & 2	Rs 2,000/- (Non AC) Per Month+ electricity charges.	Metal Cots with mattress. Curtains & Place for storage .

**\* For Category A & B, electrical Charges shall need to be paid as per the meter reading per month at Rs 7 per unit. Per Unit Charges shall be renewed annually.**

**6.2** The allotment of Transit Accommodation will be made with the approval of the HAC for a period not exceeding 30 days.

If an extension is required beyond the specified period, an application must be made to the **Head Housing Accommodation** in the prescribed Performa, at least two weeks in advance.

Head Housing Accommodation may, from time to time, notify the status of transit accommodation.

**6.3** There is an earmarked residence for the Hon'ble Vice Chancellor of the university.

The earmarked house must be vacated within one month of relinquishment of the office. The HAC may allot another residence as per his/her entitlement and for a specified period after retirement. Such an allotment can be made up to two months before the date of retirement.

#### 6.4 RENTAL FEE

Each allottee of a University residence shall be charged a Rental fee. The rental fee will be as fixed by the HAC from time to time for the different categories of residences. Please refer to category of Residences table above for Rental Fee of various categories.

#### 6.5 SECURITY DEPOSIT

Deposit of one-month Rental Fee will be taken as Security Deposit. This shall be refunded at the time of vacation of the residence on the accommodation unit being handed over in good condition subject to normal wear and tear.

6.6 A staff member of the university applying ab-initio for an accommodation, can apply for an accommodation of lower category, provided that no accommodation of his category is available.

6.7 A staff member of the university in an accommodation of a category lower than his entitled category, may apply for an accommodation of his entitled category.

6.8 A staff member of the university living in an accommodation of his entitled category will not be permitted to apply for an accommodation of a lower category.

6.9 No person will be eligible to apply for fresh allotment of an accommodation of the same category in which he is living unless he has completed one year from the date of occupation of the accommodation. However, one can always apply for a higher category accommodation, if eligible.

6.10 If the allottee vacates the allotted residence before the completion of one year, and is not residing in a University residence, no application will be considered for the next one year from the date of vacation of the previous residence.

6.11 The HAC, at its discretion, may allot a residence which is different than the entitled category of the person and record the reasons thereof.

6.12 After allotment of an accommodation the Allottee will be issued a formal order of allotment on which the allottee has to give his acceptance. It will also contain the list fixtures and furniture contained in the accommodation and the Code of Conduct.

### 7. FORFEITURE OF ALLOTMENT OF AN ACCOMMODATION

The Accommodation once allotted must be occupied in the condition as it is within 15 days from the date of receipt of the allotment order by the allottee after vacating the previous university residence in which he/she might have been residing. Failure to do so within the stipulated time will result in the automatic cancellation of the allotment. Further, the allottee will be debarred from applying for any University residence for the next two years, except for transit accommodation.

Note: Only petty repairs, white washing & painting (if due), and security related repairs will be carried out before occupation.

**8. OUT OF TURN ALLOTMENT**

8.1 Out of turn allotment shall be made only under the orders and discretion of the Director Operations and normally the following categories of staff shall be entitled to out of turn allotment:

- (a) Visiting faculty.
- (b) Persons on Deputation (including AOL Ashramites)
- (c) Persons declared as belonging to essential services.
- (d) Persons on medical grounds or persons with physical disability as certified by Campus Medical Officer\*\*
- (e) Any other reason as deemed fit by the HAC

Provided that the out of turn allotment shall be for a residence of his/ her entitled category or lower category.

8.3 Temporary or out of turn allottees who are regular employees, entitled to normal allotment will become unauthorized occupants after the expiry of one (1) year. Such an allottee must apply for regular allotment of a residence. He / She may also be considered for a residence falling vacant in his/her own sub-category without receiving an application from him/ her. In case of regular allotment, the out of turn allotment will stand cancelled automatically and he/she will be required to shift to the regular allotted residence.

**9. ALLOTMENT ON TEMPORARY BASIS**

9.1 In special cases temporary allotment of residence to a University staff may be made for a period not exceeding six months under discretion and direct orders of the Director Operations. The allottees in such cases must.

- (a) Security Deposit as mentioned in 6.5
- (b) Pay Rental fee of the current month latest by 5th day of the month.
- (c) Vacate the residence on one month's notice or on the expiry of the six months' period whichever is earlier.

Cases of default and violation of (a), (b) & (c) above, shall be liable to notice of immediate vacation and charging of penal rental fee as mentioned in 12.6

9.2 Request for temporary allotment on medical or disability grounds may be considered by the Director Operations, on the recommendation of the Campus Medical Officer as per provision in 8.1(d).

9.3 If an occupant of a residence has some special and serious difficulties in connection with his residence, he may appeal for a change of accommodation by HAC.

**10. FACILITIES FOR PERSONS WITH MEDICAL / PHYSICAL DISABILITY**

10.1 Preferential allotment of ground floor accommodation will be done

10.2 Based on request and justification, alteration of furniture to take care of special needs can be considered

10.3 Based on request and justification, provision of linen or any consumables may be considered. The above actions will be decided by the HAC.

## 11. CODE OF CONDUCT AND RESPONSIBILITIES FOR ALLOTTEES OF UNIVERSITY RESIDENCE

10.1 Sri Sri University is known for its spiritual practices in line with Gurudev Sri Sri Ravishankar ji's vision of stress free, disease free society. Staying on SSU campus presents an opportunity to all residents to experience the positive vibes, absorb the rich culture and be part of Art of Living fraternity. Every new resident, as part of Induction program, has to do the Happiness program of the Art of Living. Residents are expected to attend group sadhana, weekly Long kriya and participate in various spiritual activities on campus with utmost faith & devotion.

10.2 The University residences are allotted for living for the allottee and his/her family and relatives. Any other person is not allowed to reside in the residence. If an allottee or his/her family is not staying in the house it must be vacated. In case the allottee retains the residence in the following cases (Earmarked Residence/Official & Deputation/ Resignation, Termination, Retirement/ Study Leave) the residence may be locked under intimation to the University and due approval of HAC through email, but the period should not exceed One (1) month.

10.3 No allottee is permitted to sublet the residence allotted to him partly or fully or use it for any trade or business. If a complaint is received to this effect, appropriate action will be taken by the University authorities.

10.4 Sharing of the residence by the allottee with anyone else, other than those permitted under Rule 2. is not permitted.

10.5 Mutual exchange of residence by allottees without written permission from the University authority is strictly prohibited.

10.6 The allottees will pay regularly rental fee, electricity and water charges for the residence as prescribed by the University from time to time.

10.7 The allottee will take full responsibility for the upkeep and cleanliness of the residence. All fixtures, furnitures, upholstery, curtains, mattresses etc have to be kept in clean and orderly condition.

10.8 No Bed Linen or toiletries will be provided to the resident. Allottee has to arrange for them on his own.

10.9 Consumption of non-vegetarian food or alcohol, cigarette, tobacco, gutka or any type of intoxicant is strictly prohibited in the campus and can lead to immediate eviction if consumption is proved beyond reasonable doubt.

10.10 Lighting a fire is prohibited within the residence. However, a match stick can be lit for lighting a incense stick, lamp or dhoop. Resident is fully responsible for ensuring safety from fire

10.11 Any alteration or addition in the University residence shall not be allowed by the residents. However, the University may decide for identical alteration or addition in a group of identical houses.

10.12 The allottees will not tamper with the electricity installation, water supply and sanitary fittings or other fixtures in the residence provided by the University.

10.13 Unauthorised use of electricity or water supply in any manner will be treated as a serious offense and render the allottee liable for disciplinary action.

10.14 The allottee will immediately report to the concerned authority about any defects in installations leading to wastage of water or leakage of electricity, etc.

10.15 The allottees are not allowed to keep or feed any pets.

10.16 The allottees are expected to conduct themselves in a courteous and polite manner with the neighbours. If any complaints are received about any resident being quarrelsome or indulging in objectionable activities like entertaining undesirable characters, disorderly behaviour, getting intoxicated outside the house, etc., appropriate disciplinary action including cancellation of allotment of such residence shall be initiated by the HAC.

10.17 The allottee will not encroach upon the University land or the land of the neighbouring residences for gardening or for any other purpose.

10.18 The allottee will not undertake cutting or lopping of the trees in the compound of their residences or nearby areas on his own.

10.19 In case housekeeper or housemaid is to be employed privately by the allottee, he/she shall report their details to the Security office and House-keeping department and get their identification documents made. The housekeeper / maid shall be allowed entry only with the identification documents.

## 12. UNAUTHORISED OCCUPATION AND PUNITIVE ACTIONS.

11.1 A person residing in the University residence or occupying a garage shall be deemed to be unauthorized occupant, under any one, or the following circumstances:

- (a) the residence or the garage or both is occupied without allotment.
- (b) Violation of or Rules(s) 10.1 to 10.7 of the Code of Conduct for the allottees of University residences.
- (c) Under the conditions specified in Rule 8.1, a duly allotted residence is retained:
  - (i) beyond the allotted period without prior permission or if the permission is refused.
  - (ii) without making advance payment of licence fee.
  - (iii) in violation of any term or condition as prescribed in the Rules for retaining the residence.
- (d) An out of turn allottee, excepting persons on deputation to the University, one (1) year after the date of out of turn allotment.

11.2

(a) An University staff declared to be an unauthorised occupant by the University shall be liable to punitive action specified under rule 12.6, beside any disciplinary action as per University Statutes/Rules.

(b) If a person who is declared an unauthorised occupant is not a University employee, action will be taken as per law.

- 11.3 If the person, to whom the residence (or a part of it) is sublet, were also a University staff, he/she would also be liable to disciplinary action as per Rules. In addition, Punitive action as per rule 12.6 may also be taken against such persons.
- 11.4 On a complaint received against a staff regarding violation under Rule 12.1, the staff will be served a notice to offer his comments in writing on the complaint within ten days from the receipt of such notice, for violation under Rules 12.1(a), (b) & (c) punitive actions as per University Statute / Rule may be taken after serving a show-cause notice to be replied within ten days from the receipt of such notice.

**Note:**

(a) For the purposes of this Rule, the service of notice shall be deemed to be sufficient for all purposes, if it is sent once under registered post on the address of the premises concerned.

(b) Such complaint along with the comments or replies, if any, made by the concerned Staff shall be referred to the HAC. After considering the complaints and the comments, if any, the HAC may drop the complaint if satisfied with the comments or replies. However, if the HAC is not satisfied with such comments or replies, then it shall be brought to the notice of the Director Operations for further directions. If the committee finds the complaint to be correct and the comments unconvincing for reasons to be recorded, then the staff concerned shall be given a notice to vacate the premises within 15(fifteen) days from the date of such notice. In such a case, the staff shall be liable to all punitive action as provided for under unauthorized occupation under University Statute/Rule 12.5 and 12.6.

(c) The Committee shall be constituted by the Director Operations. The term of the members of the committee shall be One (1) Year from the date of their appointment

11.5 For violating Rules 10.7 to 10.16 of the Code of Conduct and / or Rules 11.9 & 11.10 if applicable, the allottee will tender himself/herself liable to disciplinary action as per Rules in addition to other punitive actions provide under Rule 12.6.

#### 11.6 PUNITIVE ACTION FOR UNAUTHORISED OCCUPATION

11.6.1 An unauthorized occupant will be liable to eviction by the HAC under section 3 of the public premises (Eviction of unauthorized occupants) Act 1971(act No. 49 of 1971).

11.6.2 For the period of unauthorized occupation a person will be charged PENAL LICENCE FEE Which will be double of the ENCHANCED LICENCE FEE as specified in rules.

Such penal license fee shall, for all purposes, be deemed to be a charge on the salary, Pension, or any other amount due to the staff and the University shall be entitled to deduct or set-off such penal license fee from such amount due to him/her.

11.6.3 The University may disconnect the electricity, water and/ or telephone, (if any provided in the concerned premises) at any time after the service of fifteen days' notice as provided under rules.

11.6.4 In addition to the provisions in rules 12.6.1 to 12.6.3, the competent Authority may take disciplinary action in accordance with the relevant statutes/ rules.

  
Executive Registrar