



Office of the Registrar  
**VIDYASAGAR UNIVERSITY**

Midnapore – 721 102

Dated : 12.04.2017.

NOTIFICATION

It has been directed to notify for general information that pursuant to the decision taken by the Eighth Executive Council of Vidyasagar University in its meeting dated 21.03.2017 pertaining to revision/re-define the Rules & Regulations for allotment of the University Quarter/Hostel, the said rules & regulations for allotment of the University Quarter/Hostel has been revised/re-defined duly approved by the Hon'ble Vice-Chancellor of Vidyasagar University, a copy of which is enclosed herewith for information of all stakeholders of this University.

This Rules & Regulations so revised/re-defined shall be deemed to have come into force with effect from the month of May, 2017.

Sd/-  
Registrar

Encl.: as stated above.

Memo No. : VU/R/8EC-07/Noti./C0173/2017 dated 12.04.2017.

Copy forwarded for information and necessary action to :

01. the Deans of the faculty concerned.
- ✓ 02. the Head of all academic and administrative departments – with a request to circulate the notification among all members of his/her department.
03. the Director, DDE – with a request to circulate the notification among all members of his department.
04. the Assistant Registrar.
05. the Information Scientist – for uploading on the University website.
06. the Office Supdt., Registrar's Office.
07. the Secretary to the Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor.
08. the Establishment Section.
09. relevant file.

  
12/04/17  
Registrar

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Vidyasagar University  
Midnapore-721102



# VIDYASAGAR UNIVERSITY

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## Draft Revised Rules & Regulations for allotment of University Quarter/ Hostel.

- ☞ No employee shall have any right to be provided with accommodation by the University. Subject to the availability of University accommodation, the employees in accordance with these rules, may be permitted to stay/avail the University quarter/hostel for such periods as permitted, during and in course of their employment under the University. Allotment of quarters to employees shall be decided on the basis of the nature of duty and performance appraisal of the employee.
- ☞ An employee who is the owner of a house, in full or part, whether in his/her name or in the name of any other dependent member of his/her family, within twenty five (25) Kms radial distance from his/her place of posting are not eligible for allotment of University quarter/hostel.
- ☞ Since after the allotment of University's quarter, if the employee has become the owner of the house, in full or part, whether in his/her own name or in the name of other dependent members of his/her family, within twenty five (25) Kms. radial distance from his/her place of posting, on his/her so becoming the owner of a house, he/she shall be required to inform the position to the University within a period of Seven (7) days. In case of his/her failure to do so, the allotment of quarters is liable to be cancelled and he/she shall be treated as an unauthorised occupant of the quarter.
- ☞ Allotment of the University quarter/hostel will be made purely on seniority-cum-performance record and also on the basis of administrative exigencies.
- ☞ The employees using quarters allotted to them shall be personally liable to pay licence fee which will be determined by the University authority time to time. They shall also be liable to pay the service charge, wherever applicable, payable at such rates as shall be determined by the Competent Authority and notified generally. Electricity charges shall have to be paid extra as per their consumption. However, the licence fee and other service charges shall be deducted by the University, month to month from the pay of the employees. Such deductions shall be deemed to be authorised deductions.
- ☞ In case of allotment of University quarter to the full-time non-teaching contractual employees of this University, a minimum rent for Rs.1,500/- (Rupees one thousand five hundred) only for Technical Staff, Rs.1,300/- (Rupees one thousand three hundred) only for the Group-C Staff and Rs.800/- (Rupees Eight hundred) only for the Group-D staff shall have to pay to the University.
- ☞ The employees who will occupy the University quarter/hostel will have to stay for a minimum period of three days in a week in the said hostel/quarter.
- ☞ Seniority lists for different types of accommodation shall be prepared by the Establishment Section of Vidyasagar University on the basis of applications submitted by the employees & such list will be placed before the House Allotment Committee.
- ☞ An employee, if he/she so desires, may inform the University of his/her intention to leave and vacate the quarters/hostels by one (01) month notice. Once intimation to the University is given, the employee has to leave the quarters on the day as communicated by him/her for such vacation. In case he/she continues thereafter in the quarters/hostels without the permission of the University authority, it shall be deemed to be an unauthorised occupation.

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- ☞ Former employees (on superannuation) may be permitted to retain the quarters initially for a period of two months beyond the permissible period, which may be extendable for a further period of two months, subject to the discretion of the University authority. In case, an employee does not vacate the quarters even after expiry of the authorised period licence fee as per the norms of the University becomes chargeable.
- ☞ Quarters/hostels of a higher type may be allotted to the senior most employee of the University in the seniority list of the lower type of quarters/hostel, who opts for allotment of the higher type of quarters.
- ☞ If an employee whose services were terminated, hands over the quarter/hostel allotted to him in due time, he/she may, if reappointed/re-instated be allotted a quarter/hostel provided he/she applies for same and if the house occupied earlier had been allotted on the basis of seniority subject to availability of the University quarter/hostel.
- ☞ In case of transfer, leave or release from the University, the Vice-Chancellor may also be permitted to retain the Vice-Chancellor's Bungalow provided by the University for a maximum period of forty five (45) days from the date of transfer/leave/release during the transition period.
- ☞ Fluorescent tubes/CFL Fans, exhaust fan and other items for boarders unit shall be supplied by the University only at the time of fresh admission. Replacement of the same for the allotted unit, the responsibility vested on the respective incumbent.
- ☞ The incumbent of a unit in hostel/quarter shall be responsible for any loss/damage/steal of the property of the concerned unit, as the case may be.
- ☞ The incumbent of a unit in hostel/quarter should keep the unit clean & tidy. The common passages will be cleaned by the University authority.
- ☞ Electrical appliances to be put switched off when those are not in use and no one is in the unit.
- ☞ Water, electricity and other resources should be used judiciously.
- ☞ No alteration or modification is acceptable without prior permission/approval of the university authority.
- ☞ The unit should be handed over to the university authority by the incumbent at the time of vacating leaving in good condition.
- ☞ The other existing rules of House Allotment Committee of Vidyasagar University will remain valid. Other terms & conditions to be framed by the University from time to time will also remain valid which will be intimated through notification in due course of time.
- ☞ Notwithstanding the above rules, the Vice-Chancellor shall have the power and authority to take the final decision regarding the allotment of staff quarters of Vidyasagar University. The resolutions of the Quarter Allotment Committee have to be formally approved by the Vice-Chancellor before they are actually implemented.

