



Office of the Registrar
VIDYASAGAR UNIVERSITY

Midnapore - 721 102.

Dated : 08.07.2022.

NOTIFICATION

In pursuance of the decision taken by the Ninth Executive Council of Vidyasagar University in its Fourteenth (14th) meeting held on 29.06.2022 regarding amendment of the Revised Rules & Regulations for Allotment of the University Quarter/Hostel and in continuation to the Notification bearing Memo No. VU/R/Noti./9EC-14/C0297/2022 dated 05.07.2022 issued by this office earlier pertaining to amendment of such Regulations partially, enclosed please find herewith the Amended Rules and Regulations for Allotment of the University Quarter/Hostel of Vidyasagar University for information of all stakeholders of the University.

This Rules and Regulations for Allotment of the University Quarter/Hostel so amended came into force from 10.06.2022, the date of approval of the Hon'ble Vice-Chancellor duly ratified by the Executive Council of Vidyasagar University.

Sd/-

Dr. J. K. Nandi

Registrar.

Encl.: as stated above.

Memo No. VU/R/Noti./9EC-14/C0308/2022 dated 08.07.2022.

Copy forwarded for information and necessary action to :

1. the Deans of the faculty concerned ;
2. the Head of all academic and administrative departments - with a request to circulate the notification amongst all members of his/her department ;
3. the Director, CDOE - with a request to circulate the same amongst all members of his department;
4. the Deputy Registrar (Administration) ;
5. the Deputy Registrar (Academic) ;
6. the Senior Information Scientist - for uploading the same on the University website ;
7. the Office Superintendent, Office of the Registrar, VU ;
8. the Secretary to the Vice-Chancellor - for kind information to the Hon'ble Vice-Chancellor;
9. the Establishment Section ;
10. relevant file.

08/07/22
Registrar.
Registrar
Vidyasagar University
Midnapore-721102



VIDYASAGAR UNIVERSITY

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Amended 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 the house, in full or part, whether in his/her own name or in the name of his/her parents, wife, husband, unmarried daughter, son or any other dependent members of his/her family within twenty (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 his/her parents, wife, husband, unmarried daughter, son or any other dependent members of his/her family within twenty (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 unauthorized 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 from 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 authorized 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, if otherwise, the employee may be directed to vacate the quarter in the interest of those employees who are in pressing need of campus accommodation.

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- ☞ 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.
- ☞ 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 approval of the Vice-Chancellor. In case, an employee does not vacate the quarters even after expiry of the authorized period licence fee as per the norms of the University becomes chargeable. The employees concerned those who will retain the quarter/hostel after the date of superannuation, an amount of Rs.30,000/- (Rupees Thirty Thousand) only would be retained by the University from his/her retirement benefit as security deposit and the said amount without any interest will be refunded to the incumbent concerned within two months from the date of vacating the quarter/hostel in full & final settlement.
- ☞ 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 the 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 the 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.

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- ☞ 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 the 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.

