



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(केंद्रीय विश्वविद्यालय / A Central University)

- कुलाध्यक्ष का सर्वोत्तम विश्वविद्यालय पुरस्कार, 2016 और एनआईआरएफ़ भारत रैंकिंग 2016: नं. 05
- Visitor's Best University Award, 2016 and NIRF India Ranking 2016: No. 05

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

अधिसूचना / Notification

दिनांक/Dated: 30-04-2021

SCHOLARS' HOME ALLOTMENT REGULATIONS - 2021

TEZPUR UNIVERSITY

(Approved by the Board of Management vide Resolution No. B.101/2021/2/2.3, dated 01.04.2021)

Scholars' Home is residential accommodation of independent units for married fulltime PhD students and married fulltime Post-Doctoral fellow, Visiting/Adjunct Professors, Faculty members with fellowships like INSPIRE, Ramanujam, Ramalingam etc., faculty members who are differently abled. This facility may also be considered for transit accommodation for newly joined married lady faculty members, Essential Service employees like Doctor, Maintenance Engineer or as deemed fit in the interest of the University, *Married Part time PhD students are not eligible for this accommodation. Research Staff like Research Assistant, Project Assistant, JRF/SRF of any project, Research Associate etc. who are not a student of Tezpur University are also not eligible for this accommodation.*

There are **36** independent Units that are available in Scholars' Home; out of these, **21 Units** are designated for married fulltime PhD Students and married full time Post-Doctoral Fellows (out of this, two rooms are reserved for pre-PhD visit of QIP sponsored students to University), **5 furnished Units** are designated for Visiting/Adjunct Professor and **10 Units** are designated for Faculty members with fellowships, faculty members who are differently abled, newly joined married lady faculty members and Essential Service employees.

1. Short title and commencement

These regulations shall be called the "**Scholars' Home Allotment Regulations 2021**". These regulations shall come into force from the date of notification.

2. Allotment Procedure (Married Full Time PhD Student /Married Full Time Post-Doctoral Fellow)

2.1 Eligibility: Married full time PhD Students including QIP sponsored students or married full time Post-Doctoral Fellow/Research Associates (post-PhD) are eligible for allotment in Scholars' Home subject to availability.

2.2 A student shall have to apply to the Assistant Registrar (E) for the allotment for Accommodation in Scholars' Home in the prescribed form (Annexure I) provided:

*PhD Student or Post-Doctoral Fellow is married on the date of application for allotment; and
PhD Student or Post-Doctoral Fellow are full time student/personal of the University.*

2.3 The application for allotment in Scholars' Home accommodation can be made at any time of the year. The member convener of Housing Allotment Committee (HAC) shall verify the details given in the application form and forward the application form with the note to Chairman and members of HAC for its recommendation.

- 2.4 Date of enrollment in PhD Programme or date of joining in Post-Doctoral Position/Research Associate (post-PhD) at Tezpur University shall be the sole criteria to prepare the list for allotment/waiting list of accommodation.
- 2.5 Where the date of enrollment/joining at Tezpur University of two or more applicants are same, the applicant's date of marriage as per Marriage Registration Certificate shall be accorded priority over the other applicant.
3. **Allotment Procedure** (Visiting Professor/Adjunct Professor/Faculty Members/Essential Employee)
- 3.1 Eligibility: Visiting/Adjunct Professor, Faculty members with Fellowship, Faculty members who are Differently Abled, Transit Accommodation for newly joined married lady faculty members, Essential Service Employee as deem fit in the interest of University are eligible for allotment in Scholars' Home subject to availability.
- 3.2 The applicant shall have to apply to the Assistant Registrar (E) or the concerned person for the allotment for Accommodation in Scholars' Home in the prescribed form (Annexure II). The application for allotment in Scholars' Home accommodation can be made at any time of the year. The member convener of HAC shall verify the details given in the application form and forward the application form with the note to Chairman and members of HAC for its recommendation.
- 3.3 Date of joining at Tezpur University shall be the sole criteria to prepare the list for allotment/waiting list of accommodation.
- 3.4 Where the date of joining at Tezpur University of two or more applicants are same, seniority will be determined by date of birth and the employee senior in age i.e. having earliest date of birth will be considered to be senior.
- 3.5 The allotment of permanent employee of the University at Scholars' Home is purely temporary.
4. **Acceptance of Allotment**
- 4.1 An offer of allotment of an accommodation shall be accepted by the allottee within 7 (seven) days from the date of allotment of the accommodation in writing along with an undertaking (Annexure III) to Member Convener of HAC and should occupy the same within a period of 15 (fifteen) days.
- 4.2 If any allottee fails to accept the allotment of a residential accommodation within 7 (seven) days from the date of allotment of the said accommodation, or fails to take possession of that accommodation within 15 (fifteen) days from the date of receipt of the letter of allotment, he/she shall be debarred to apply for accommodation at Scholars' Home for the remaining period of his/her stay at Tezpur University.
- 4.3 No applicant shall be allotted an accommodation under this regulation, if the spouse of such applicant has already been allotted an accommodation in the campus.
- 4.4 The inventory of fitting and fixtures on a prescribed form (Annexure III) is to be signed by the allottee of the accommodation while he/she occupies or vacates the accommodation and be handed over to Estate Office of the University.
- 4.5 An allottee may surrender an allotment of accommodation at any time during the allotment period. An allottee who surrenders the accommodation shall not be considered again for allotment of accommodation at Scholars' Home for the remaining period of his/her stay at Tezpur University.
5. **Maintenance of accommodation**
- 5.1 The allottee to whom a residential accommodation has been allotted shall maintain the accommodation and premises in a clean condition.



- 5.2 The allottee shall also be responsible for fitting and fixtures etc. provided in the quarters, and tampering with electrical and water connection is prohibited.
- 5.3 All allottees of accommodation will cooperate with Engineering Cell of the University in carrying out all kinds of repair/renovation works.
- 5.4 In case of a complaint for non-cooperation received from the Engineering Cell against any allottee, allotment shall be cancelled or strict action shall be taken against him/her as deemed fit by the University.
- 5.5 The allottee of accommodation shall pay the charges and fees of all public utility services such as electricity, water, waste cleaning etc. regularly on receipt of bill for such payment.
- 5.6 The allottee shall not conduct himself/herself in a manner which is prejudicial to the maintenance of harmonious relation with his/her neighbor as well as detrimental to the interest of the University.

6. House Rent Allowance (HRA) and License Fee

- 6.1 PhD student/Post-Doctoral Fellow: In case of an allottee availing fellowship with HRA provision, the sanctioned HRA amount shall be deducted by the Finance Office of the University during the release of fellowship amount to the allottee. In all other cases, the allottee shall have to pay **Rs. 1,500/-** (Rupees One Thousand and Five Hundred) per month as accommodation charge of Scholars' Home, subject to revision from time to time.
- 6.2 University employee: Where allotment of accommodation has been accepted, the allottee shall not be entitled HRA in his/her salary. The allottee is also liable for payment of license fee, which shall commence from the date of occupation of the accommodation.
- 6.3 The license fee for accommodation is revised by the Central Government from time to time. An allottee has to pay the license fee as decided by the University authority based on the Central Government directives. The present license fee for one Unit at Scholars' Home is **Rs. 910 /-** (Nine hundred and Ten) per month.

7. Unauthorized Occupation

- 7.1 Except the husband/wife as the case may be and the child of the allottee, no other persons shall be allowed to stay in the allotted accommodation beyond three months. However, domestic helper shall be allowed to stay. Any such stay must be intimated to the Registrar in writing with personal details.
- 7.2 Action shall be taken against the allottee for unauthorized use of the allotted accommodation as per this regulation and instructions issued by the University in this regard from time to time.
- 7.3 Any allottee will be automatically considered and declared unauthorized occupant as soon as he/she ceases to be fulltime student of University or duration of Post-Doctoral Fellowship term is over or ceases to be employee of the University. In case of PhD student, thesis submission date will be considered as the last date of fulltime studentship. It also applies if the PhD Student converts full-time to part-time PhD studentship at any point of time during his/her stay at the University.
- 7.4 When after an allotment of accommodation has been cancelled or is deemed to have been cancelled under any provision of this regulation, the accommodation remains or has remained in occupation of the allottee to whom it was allotted, the University will impose fine for the unauthorized occupation of the accommodation at the rate (i) First month beyond the permitted period of stay Rs 200/- per day, (ii) Second month beyond permitted period of stay Rs 300/- per day, and (iii) Rs 400/- per day beyond two months of unauthorized occupation over and above the allottee need to pay accommodation rent, license fee and other charges.



7.5 In case of failure to vacate the allotted accommodation, the matter shall be referred to Registrar, Tezpur University for appropriate disciplinary action against him/her and damages shall be charged for such unauthorized occupation.

8. Consequence of breach of this regulation

University authority may without prejudice to any other disciplinary action that may be taken against the allottee under this regulation, cancel allotment of the accommodation, if the allottee makes any breach of the foregoing regulation or the terms and condition of allotment or uses the accommodation or any portion thereof for any purposes other than for which it is meant or permits or suffers the accommodation or premises to be used for any purpose which the University considers to be improper.

9. Steps to effect vacation

As soon as an allottee is declared unauthorized occupant as per Clause 7, Member Convener, HAC shall initiate steps to effect vacation of the accommodation. The Member Convener, HAC shall serve notice to the unauthorized occupant for immediate vacation of unit and recovery of fine. The notice shall be followed by two reminders at 15 days' interval, if required. In case of failure to vacate the allotted accommodation, Registrar may take appropriate disciplinary action against him/her and damages shall be charged for such unauthorized occupation.

10. Interpretation of Rules

If any question arises to the interpretation of these rules, the decisions of the Vice-chancellor is binding and final.



Registrar

Memo No. F.13-1/97(GA-I)(Vol. IV)/352

Dated: 30.04.2021

Copy for information to:

1. Pro Vice Chancellor
2. All Deans
3. Heads of all Departments/Centres/Cells/Offices
4. Controller of Examinations
5. Finance Officer
6. All Research Scholars
7. All Teaching / non-teaching employees of the University.
8. Webmaster with a request to upload the Regulations in TU website.
9. The Secretary to the Vice Chancellor for kind information of the Vice Chancellor.
10. Concerned File.



Registrar