



MALWANACHAL UNIVERSITY, INDORE



ACCOMMODATION POLICY

Issued date: 2023

Created by: HR Department

Approved by: Registrar



ACCOMMODATION POLICY

There is the provision of campus accommodation for **Faculty and Non-Teaching Staff** working in the Index Group of Institutions. Each quarter is well furnished and well maintained. The facility Manager is appointed to monitor the management. The organization has extended free accommodation facilities for all employees. Light and drinking water facilities are available in each block. The provision of housekeeping staff and security guards is provided.

If an employee wishes to apply for on-campus accommodation, please note the following:

- After joining, if the employee is willing to stay on campus can apply for on-campus accommodation.
- Accommodation form shall be available at the HR Department.
- The employee will apply through HOI/Director administration/Director HR, the allotment of the accommodation is subject to approval from the competent authority.
- After approval of the accommodation form employee shall be given room allotment from the warden.
- An employee must pay for the electricity charges and additional facilities.
- The University may ask for vacant accommodation from the employee by giving notice of **15 days**.
- University Authority has the right to inspect accommodation at any point in time.

Employee (Residents) Responsibilities

- a) The employee shall maintain the allotted residence in clean and sanitized condition to the satisfaction of the University.
- b) The employee shall be responsible for any damage beyond fair wear and tear of all fittings and fixtures provided in the allotted residence, during the period for which the residence remains allotted to him.
- c) In the event of an employee violating any of the conditions mentioned in the foregoing clauses, the University authority would be competent to take action against the employee including levy of disciplinary charge or cancellation of allotment as the circumstances of the case may warrant.
- d) The employee will not allow residence for any of the friends, family members, and unknown persons without written approval from the authority. If any additional member is found during inspection action will be taken against the employee including a levy of disciplinary charge or cancellation of allotment as the circumstances of the case may warrant.
- e) All the campus residents have to maintain discipline on the premises and ensure privacy, Residents must maintain healthy relationships with each other for the community to thrive as a whole. Residents should avoid loud gatherings at odd hours to avoid bothering others.
- f) No Resident shall, without the previous written permission of the authority can make any additions to or alterations in his accommodation.
- g) No animal, should be kept on the campus.
- h) Storing Dangerous or Illegal Items: It is against the law to store anything toxic or flammable. Residents must not do anything illegal or against the law on the premises or property of the premise.



MALWANCHAL UNIVERSITY, INDORE

INDEX GROUP OF INSTITUTIONS

Madhya Pradesh, India

DEPARTMENT OF HUMAN RESOURCES

ACCOMMODATION ALLOTMENT FORM

Date: _____

This is to certify that **Dr./Mr./Mrs./Ms.** _____ is working in _____
_____ (Institute Name) the department of as _____

His / Her Present Address and Contact No.

No. of family members: - _____

S. No.	Name of the Family Member	Relationship	D.O.B/Age	Qualification	Occupation
1.					
2.					
3.					
4.					

Provide Him/her Campus Accommodation (Room/1BHK/2BHK/3BHK) _____ with _____
(hostel name)/ Food Facilities (Yes/No) _____.

Sign. :
Name:
Head of Institution

Sign. :
Name:
Director Administration

Sign. :
Name:
Director HR

OFFICE USE - Residence

Accommodation allotted to _____ on Name of hostel _____
Room no. _____ for no. of family members _____.

Sign. :
Name:
Hostel warden

CHR DEPARTMENT
MALWANCHAL UNIVERSITY,
INDORE