



KUMARAGURU
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RESIDENTIAL ACCOMMODATION POLICY

version 0.1

DEPARTMENT OF HUMAN RESOURCES
KUMARAGURU COLLEGE OF TECHNOLOGY
COIMBATORE

KUMARAGURU COLLEGE OF TECHNOLOGY
Coimbatore

RESIDENTIAL ACCOMMODATION POLICY

1. Short Title and Commencement

(i) These may be called the operational guidelines for allotment, retention and vacation of residential accommodation (including accommodation provided outside as well as inside the premises) by Kumaraguru College of Technology. These guidelines supersede the rules in existence, on the date these rules come in force.

(ii) These guidelines shall be applicable to all the employees of Kumaraguru College of Technology.

2. Definition and Interpretation

In these guidelines unless the context otherwise requires

(i) "**Allotment**" means the written consent from the Management to occupy a residence in accordance with the provisions of these guidelines.

(ii) "**Allottee**" means any person who is employee or otherwise and who has been allotted residence in accordance with the guidelines of this policy

(iii) "**Commencement date**" refers to the date from which the permission to occupy allocated accommodation is given.

(iv) "**Completion date**" refers to the date on which the allottee will vacate and handover the allotted residence to the designated Facility Management representative

(v) "**Family**" in the context of these guidelines includes ONLY spouse, dependent parents and dependent children who are below 21 years of age.

(vi) "**Residence**" means any accommodation allotted by the institution within the premises or outside that are under the administrative responsibility of the institution.

(vii) "**Subletting**" includes sharing of accommodation by an allottee with another person whosoever excluding family with or without any consideration including but not limited to cash payment or in kind whatsoever.

- (viii) "**Temporary Allotment**" refers to the written consent to occupy a residence temporarily in accordance with the provisions of these guidelines for the specified period.
- (ix) "**Committee**" refers to the representatives of the Institution nominated as Members by the Management

3. Eligibility and priority

The Institution residences shall be allotted on written consent only. Following categories will be considered for allotment of residence under the administrative responsibility of the institution.

- (a) Regular Staff of the institution
- (b) Visiting Academicians, Faculty, Consultants
- (c) Visiting Representatives of External Institutions and Bodies as determined by the Management

Given the limited infrastructure on Campus, the allotment of residences will follow the guidelines as stated by this policy and subject to recommendation of the Committee appointed for this purpose and further upon the sole discretion of the Management.

(I) Allotment of Residence – **Priority status:**

- (a) Staff whose services are **determined as essential** ONLY by the Committee for the smooth functioning of the institution on a 24 x 7 basis. Such staff will be communicated of such responsibilities they have been assigned in writing by the Committee and as approved by the Management. No staff or representative by way of displayed acts or otherwise whether voluntary or instructed will assume and or discharge and or claim any such responsibilities unless explicitly communicated in writing by the designated Committee and with approval of the Management
- (b) Visiting faculty based on recommendation from the concerned HOD / Principal
- (c) Other representatives from external institutions as determined by the Committee
- (d) New Joinee from outside location may be considered for being allotted a residence on request for a period not exceeding one semester and based upon the sole discretion of the Management.

(II) Allotment of Residence – Declaration:

Any person allotted a residence for the defined period by the Institution will submit a declaration of not owning any residence in the applicable location / region whether owned by self and / or family as defined in this policy

4. KCT Residential Accommodation Allotment Committee (KCT - RAAC)

A committee to deal with such matters under these regulations as specified for the purpose shall be constituted by the Management of Kumaraguru College of Technology.

The Chairman of the RAAC will be Joint Correspondent. The composition of KCT - RAAC as below:

- 1) The Chairperson (Nominee of Management)
- 2) Advisor
- 3) Principal
- 4) Head – Infrastructure
- 5) Executive Officer
- 6) CHRO
- 7) Head HR / HR Representative
- 8) Head – PMO
- 9) Administrative Officer

5. Functions of KCT – RAAC

KCT – RAAC shall:

- a) Decide allotment of residences under provision of these rules
- b) Ensure proper utilization of resources
- c) Cancellation of allotment and recommend any other action against the allottee for breach of rules and conditions for allotment of residences
- d) Consider and decide all other matters relating to the institution residences as may be referred to it from time to time by the management

6. Allotment

(a) Official communication on residential requirement from employee has to reach Human resource dept.

- (b) Human resource dept. will officially communicate to KCT – RAAC for convening meeting to finalize on allotment.
- (c) KCT - Residential Accommodation Allotment Committee shall deal with all the matters regarding allotment of residences.
- (d) KCT – RAAC will receive a list of all vacant houses at the end of each month from Head – Infrastructure.
- (e) Based on the committee decision, KCT – RAAC shall issue a letter of allotment within two weeks.
- (f) KCT – RAAC committee decision is final and binding on all concerned.

7. Residence Charges

- (a) Allottee who has been allotted residence for defined period in excess of 2 months will be charged a monthly rent as determined by the Committee.
- (b) Such charges will be communicated in writing and the Allottee will provide his / her written consent to the same before being allotted the residence
- (c) Once residence allotment has been accepted, the liability for the residence charges (rent) shall commence from date of its occupation or the fifth date from the date of receipt of the allotment communication, whichever is earlier.
- (d) An employee who after acceptance of the residence fails to occupy the same, he or she will be liable to pay rent from the fifth date of the receipt of the allotment communication up to a period of 10 days, where after the allotment shall automatically stand cancelled.
- (e) The Allottee will also undertake to pay all other variable expenses including but not limited to electricity, water and routine maintenance of the allotted property and will provide his / her written consent to the same prior to allotment.
- (f) Applicable charges limited to monthly rent, water and electricity charges will be deducted through the established practice of salary processing every month.
- (g) Any other charges pertaining to the allotted residence including but not limited to replacement of consumables and upkeep of residence exclusively used by the Allottee will be borne by the Allottee.

(h) Failure to pay such applicable charges will be viewed as a violation of this Policy and will result in appropriate action including cancellation of the allotment.

8. Change of Residence

(a) No change of allotted residential accommodation is allowed. Exceptional cases, it is considered only with approval of KCT – RAAC committee.

(b) The Institution and KCT - RAAC shall have the right to change any time any accommodation allotted to an employee or other persons. The allottee concerned shall be bound to vacate the allotted premises within specified period. On vacating the allotted premises, the allottee concerned is also to be prepared to find their own accommodation if committee recommends so.

(c) Any other conditions, based on the KCT – RAAC recommendation and discretion of the management.

9. Handover of residence

(a) The Allottee will be responsible to handover the allotted residence on the Completion date as communicated to by the Institution.

(b) Failure to handover the residence on or before the Completion date will be viewed seriously and the Management reserves the discretion to use appropriate means to obtain handover including but not limited to financial penalty for every day the allotted residence has not been handed over by the Allottee.

(c) The Allottee shall be liable to make payment in lieu of the damaged / missing items (electrical, water and sanitation) during the handover of residence.

10. General

(a) No occupant shall be allowed to use the institution residential accommodation for commercial / business purpose.

- (b) The employee to whom the residence has been allotted shall maintain it to the satisfaction of the institution. He or she should also keep it in a manner such that it does not become public nuisance.
- (c) The allottee shall be bound by and shall abide by the rules and regulations of the institution in respect of residence and their allotment and shall also comply with the decision of the management and KCT - RAAC which shall be final.
- (d) In the event of retirement or resignation or death or expiry of deputation or transfer of the allottee, intimation to that effect is sent not later than 16 days by the human resource dept. to the KCT - RAAC.
- (e) The certificate declaring a house as dangerous should be issued by head - infrastructure and before issue of the certificate, he / she should satisfy himself / herself as to the fact that the report given is genuine.
- (f) Any residence which was allotted under the rule then in force, i.e. before the commencement of these rules, shall be deemed to be void. KCT - RAAC shall completely review the allotment status and release the fresh allotment status, on the date these rules come in force.

11. Consequences of Breach of Rules and Conditions

If an employee to whom a residence has been allotted, unauthorized sublet the residence or use the residence or any portion thereof for any purposes other than that for which it is meant or makes any change of any nature by addition / alternation, repairs etc. without taking prior permission of the competent authority or tampers with electric or water connection or commits any other breach of the rules or the terms and conditions of the allotment or uses the residence or premises or permits or suffer the residence or premises to be used for any purposes, which the institution considers to be improper or conducts himself in a manner which in his opinion, has knowingly furnished incorrect information any application or written with a view to securing the allotment, the competent authority may, without prejudice to any other disciplinary action that may be taken against him, cancel the allotment of the residence.

In case the conduct of allottee disturb or affects the congenial atmosphere of the neighbor, the KCT - RAAC shall have power to demand a report from Human resource dept. and on that basis, may cancel the allotment.

12. Exception

Notwithstanding anything contained herein, the Management and KCT - RAAC be empowered to recommend for the allotment of residential accommodation to a person whose services he / she may consider essential or terminate the allotment to a person whose services may consider not essential at any point of time.

****** Thank You ******

KUMARAGURU COLLEGE OF TECHNOLOGY

(An Autonomous Institution affiliated to Anna University, Chennai)

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