

1. The allotment is purely temporary and liable to be canceled at any time when the quarters are required for university purposes and the allotted shall vacate the quarters at one month's notice.
2. The rent commences from the date of receipt of the order.
3. The allotted should renew their allocation for the extended stay on completion of 3 years before 31st January.
4. The applicant should renew their application during the month of January every year (Between the 15th to 31st). If not renewed the Registration will get automatically lapsed and the applicant can't claim original seniority.
5. The allottee shall be required both at the time of occupation and vacation of the quarters to sign an inventory of the fittings and fixtures available with the Supervisor (Quarters) Estate Office.
6. The allottee shall be personally responsible for the payment of rent thereof and for any damage beyond fair wear and tear caused thereto or to services provided therein during the period for which the residence has been and remains allotted to him/her.
7. The rent will be deducted from the pay every month as per rules in force from time to time plus charges towards amenities provided if any, and the allotted has to pay in addition to the electrical and water consumption charges at the rate fixed by the University from time to time.
8. No allottee shall sublet or transfer the residence allotted to him/her or any portion thereof. If noticed serious action including termination of service will be taken.
9. The allottee should not use the quarters for any other purpose except as residence for his / her family and dependent parents and shall maintain the premises and compound if any, attached thereto in a clean and hygienic condition.
10. The allotted shall not keep bet animals that may cause a nuisance to the other residents on Campus
11. The allottee shall not make any additions or alterations to the building or tamper with fitting or electrical installations or make any unauthorized construction or extension to the electrical or water supply lines without obtaining specific permission from the Estate Officer
12. Activities such as gambling, unruly behavior is the conduct of any kind, noise pollution, eve-teasing, and indulgence in illegal activities will attract forceful eviction from the quarters and disciplinary action without any warning.
13. The University may at its discretion permit, on written request, an allottee or his family to continue to stay in the quarters allotted to him/her beyond the date of retirement, death while in service, etc. for a period as stipulated and on payment terms as detailed below:

Sl. No	NATURE OF RETENTION	PERIOD ALLOWED	RATE OF RENT
1.	Retirement on superannuation.	1 Month	One and half times the normal rate of rent last paid.
2.	Voluntary retirement.	1 Month	One and half times the normal rate of rent last paid.
3.	Death while in service.	3 Months	A normal rate of rent was last paid.

Overstay in the quarters will attract penal rent at 3 times the normal rate of rent for a maximum of additional 2 months beyond which action will be initiated to evict them from the quarters.

14. In case of any dispute amongst the residents, written complaints may be sent to the Quarters Committee which shall adjudicate the matter. However, the decision of the Vice-Chancellor is final and binding on all concerned.

15. As far as the meaning and interpretation of these rules are concerned, the decision of the Vice-Chancellor is final and binding.

Revised Rent Details:-

1. As per the direction of the Registrar vide letter No.SRMU/SO(P)/2013/199 dated 17.01.2013 the Revised rent to be implemented with effect from 01 March 2013 is as mentioned below:-

a) DAC mid down Apartment

Type I – 3 BHK + 3T	-	Rs. 22,500/- + Maintenance Charge
Type II – 3 BHK + 2T	-	Rs. 20,000/- + Maintenance Charge
Type III – 2 BHK + 2T	-	Rs. 15,000/- + Maintenance Charge

b) Akshaya 3 BHK (Gated Community Apartment) - Rs.11,000 + Maintenance Charge

c) Medical Staff Quarters 'A' Block (Type. II) and Green Pearl Apartment 'D' Block (Type. II) 8 Quarters. } Rs. 10,000/-

d) Niger Block 2 BHK - Rs.9,000/-

e) Medical Staff Quarters Old 'A', 'B' and New 'B' Block (Type III) and Green Pearl Apartment 'A' & 'D' Block (Type III) } Rs. 8,000/-

f) E & T Staff Quarters A & B Block (Type IV) Rs. 6,000/-

g) Niger Block 1 BHK - Rs.6,000/-

ANNEXURE – IV (a)

Form of Application for Allotment of Staff Quarters for all categories Registration

ID No:

1	Name of the Applicant		
2	Father's / Husband's Name		
3	Permanent Address		
4	Designation		
5	Scale of Pay		
6	Total Pay		
7	Faculty	E&T / FSH / HS / Medical	
8	Department		
9	Date of Joining the post (Copy of Orders should be enclosed)		
10	Mobile Number		
11	Mail ID		

12	Categories	A) Essential	B) Seniority	C) Humanitarian
		D) Change of Quarters		E) Renewal

A	(a) Reason for the specified category		
B	(b) Details of Proof of Justify the above reason		
C	Humanitarian		
D1	For a change of quarters give details present Quarters No. / Type No.		
D2	The Present quarters were allotted during	Month:	Year:
D3	Tenure in the present Quarters	Years:	
D4	Type of Quarters opted for Block / Type		
D5	Reason for the change of Quarters		
E1	For Renewal after 3 years		
E2	If the Applicant applies for renewal, give details Present quarters No. / Type No.		
E3	The present quarters was allotted during Designation at the time of Registration	Month :	Year :
13	Name of family members and their relationship with the applicant	Adult :	Children :

DECLARATION

1. I come under Essential / Seniority / Humanitarian /Change of Quarters/ Renewal category.
2. I accept the conditions stipulated in Rule 10 regarding allotment and Rule 11 regarding the cancellation.
3. I declare that I do not own a house / flat in my / spouse /dependents name within 5 Kms. radius from the workplace.
4. I declare that there is no disciplinary action pending against me.
5. I shall intimate the authorities whenever I propose to construct/purchase a house / flat in my spouse/ dependent's name within 5 Kms. radius from my workplace

Date:

Signature of the applicant

Recommendation of the Dean / Head of department

1. Recommended / Not Recommended:
2. If not recommended, state the reasons:
3. Special remarks, if any :

Date :

**Signature of the Dean /
Head of the department**

OFFICE USE

1	Seniority No at the time of Registration	
2	Date of receipt of Application	
3	Category of Post	Teaching / Non-Teaching
4	Registration	Sl.No Page No.
5	Current status of Seniority	

Date:

**Associate Director (CL)
SRM IST**

Update Dated: 19.06.2025