

# **Indian Institute of Technology Indore**

## **Rules and Guideline for Accommodation allotment in J.C. Bose Hostel**

### **Eligibility:**

Married Students, Married Research Staff, Married Research Associates, Married Post-Doctoral Fellows, Married International Students, Other R&D Staff, Regular / Essential Service staff, Departmental contractual employees of IIT Indore.

### **The priority sequence for allotment: -**

- a) Registered students of IIT Indore.
- b) Regular employees of IIT Indore.
- c) Essential Service staff, Departmental contractual employees of IIT Indore.
- d) Research Staff and Other students.
- e) International Students

### **Type of accommodation:**

1BHK (450 to 500 Square Feet)

### **Allotment Procedure:**

- a) Application can be submitted throughout the month.
- b) The Google application form link for applying for accommodation will be available on the IIT Indore Hostel Website.
- c) The application will be accepted in the online mode only.
- d) The application will be rejected if all the valid requisite documents are not submitted, and the applicant must reapply, with a new application.
- e) After successful submission of application with required documents, allotment letter will be issued in the first week of the next month (based on rules, priorities, and availability).
- f) If the vacant units are not available at that time, the application will be moved to the waitlist.
- g) The allottee must accept the allotment within 72 hours from the date of the receipt of the allotment letter; otherwise, the allotment will be cancelled without any prior

notice and the allottee will be debarred for allotment for a period of one year from the date of such cancellation as per the Institute accommodation policy.

- h) Allottee who accepts the allotment must take possession within 15 days from the date of the receipt of the allotment letter, failing which the allotment will stand cancelled on the end of the 15<sup>th</sup> day and applicant will be charged @Rs.4 per Sq. meter for a period of 15days.
- i) In exceptional cases, extension to the possession date beyond 15 days may be considered. However, the license fees will be applicable from the 15<sup>th</sup> day of the allotment letter issued.
- j) If a person and his/her spouse are both employees of the Institute, only one of them shall be eligible for the allotment.
- k) HRA/accommodation charges will be deducted as per the appointment/engagement terms/rules applicable.

#### **Unit Details and Reservation:**

Category	Unit In No's
Total	144
Electric Room	02
KV School Staff	05
Guest House	05
Reserved for Unforeseen Emergency	05
Remaining Units	Will be allotted as per the above guidelines

1. Only Warden J.C. Bose Hostel has the permission to change the quantity of the reserved units for allotment at any point of time.
2. The clerical staff of the J.C. Bose Hostel will stay in the JCB Hostel itself with the applicable license fee, water charges, and electricity charges and without any accommodation charges with the permission of the Warden J. C. Bose Hostel.

#### **Code of Conduct for allottees:**

- a) Cattle and pets are not permitted inside the J.C. Bose Hostel.
- b) Any alteration or addition is not allowed without the permission of the J.C. Bose Hostel Office.
- c) No internal exchanges of accommodation are allowed without prior permission from the J.C. Bose Hostel Office.
- d) No Commercial activity by the JCB residents is allowed inside J.C. Bose Hostel.

- e) Sharing of accommodation by the allottees with anyone else is not permitted in any circumstances, except for the declared family members in the undertaking form.
- f) Regarding guests visiting the hostel units, prior permission from Warden J.C. Bose needs to be taken.
- g) Prohibition/ Ban: Consumption or possession of narcotics or alcoholic drinks or any other illegal substance by the Hostel residents in the campus is strictly prohibited. Failure to abide by this would lead to strict action by the Disciplinary Committee, IIT Indore resulting in suspension or expulsion.
- h) Smoking and consumption of tobacco products are prohibited campus-wide including all buildings and compounds to protect members of the public from the harmful effects of second-hand tobacco smoke.
- i) Residents are not permitted to do any activity (i.e., playing loud music etc.) that may cause disturbances to the neighbors.
- j) No allottee is allowed to continue with his/her allotted accommodation after the expiry of his/her tenure at the J.C. Bose Hostel.
- k) The Hostel office will issue a unit key to the allottee of the allotted unit. In case of loss of keys, a penalty of Rs.1500/key will be imposed.
- l) Permitted vehicles must be parked at the designated places.

Note: Strict action will be taken against the allottees in case any of the above-mentioned rules are violated.