

## MARRIED HOSTELS

### APPLICATION FOR ALLOTMENT OF ACCOMMODATION TO MARRIED PH.D/P.G. STUDENTS

1. Name of applicant (In Capital Letters) : .....
2. Father's Name : .....
3. Mother's Name : .....
4. Class : .....Deptt.....Year.....
5. Marital Status.....Date of Birth.....Enrl. No.....
6. Complete Home Address : .....  
.....
7. Address of sponsoring Institute.....  
(in case of the sponsored candidate).....
8. Name of scheme/source from which  
the scholarship will be paid : .....
9. Present Hostel accommodation. Date of occupation.....  
Room No.....Bhawan.....
10. Date of Joining of IITR in present class : .....
11. Date of Registration as full-time registered  
Ph.D. Scholar/M.Tech. student.....
12. Preference of the room and hostel for which application is being submitted :  
I.....II.....III.....IV.....V.....VI.....VII.....VIII.....  
IX.....X.....XI.....XII.....XIII.....XIV.....XV.....

#### DECLARATION :

- (a) I am a full-time and registered Ph.D. scholar/M.Tech. student.
- (b) I am married and will stay in the hostel with my family.
- (c) I have carefully read the allotment rules and regulations in force given overleaf and shall abide by them.
- (d) I shall vacate the accommodation as and when required by the Institute and shall not have any claim for any alternative accommodation.
- (e) I have carefully given my preference for room and hostel and shall accept the room allotted to me. I fully understand that in case I do not accept the allotment. I shall be debarred for six months.
- (f) The room, once allotted, will be occupied in the same condition, else my claim shall be forfeited for any further allotment for six months.

Mobile.....E-mail.....

Dated.....

Full signature of the applicant

#### CERTIFICATE FROM THE HEAD OF THE DEPTT.

- (a) Certified that Sri./Km.....is a full-time registered Research Scholar/P.G. student. He/She has joined the deptt. on.....and has been getting the scholarship/fellowship/salary from.....which will be paid through the Accounts office of this Institute. The tenure of the scholarship will be from.....to.....
- (b) He/She is married and will stay with his/her family. This fact is known to me and I verify the same. He/She may be allotted hostel accommodation in married students' hostels.

Dated : .....

Guide/Supervisor

Head of the Deptt. ....

Dated : .....

Seal :

## **RULES AND REGULATIONS FOR ALLOTMENT AND OCCUPATION OF ROOMS IN MARRIED HOSTELS**

1. Allotment of married accommodation will be made only to married Res. Scholars/M.Tech. Students who receive a fellowship, by their seniority which will be reckoned from the date of joining the Deptt. for Research Scholars and date of registration for M.Tech. students. Res. scholars will be considered six months senior to M.Tech. students for calculation of seniority.
2. The allotment is made only up to one month after submission of a thesis or the date of expiry of the scheme of the QIP program or the expiry of the duration of the course, whichever is earlier. Still the duration of stay will not exceed more than four years w.e.f. the date of joining the Deptt. Any extension beyond this period can only be granted by the DOSW on justifiable grounds, which in no case shall be more than six months.
3. The Research Scholars/M.Tech. students will be required to shift to another bachelor Bhawan available with DOSW (or outside, if they wish to stay with their family) after the expiry of the allotment period if they continue their work.
4. A room allotted shall be considered in occupation from the 7<sup>th</sup> day of the receipt of the allotment letter by the concerned person (if occupied before this time) and rent shall be charged from the actual date of occupation or the date indicated in the allotment letter, whichever is earlier. Such an allottee will be liable to pay rent for residence under his possession, if any, as well for the room allotted to him, if the room allotted remains unoccupied for twenty days from the date of receipt of allotment letter, the allottee's claim for the room shall be forfeited.
5. If the allotted room is not occupied, the allottee shall forfeit his/her claim for further allotments in any married hostel for a period of six months.
6. Request for shifting from one residence to another from married hostel will not be entertained before six months of the allotment. No mutual exchange of residence/hostel will be permitted. The change of residence will be allowed only once during the whole tenure of stay on conditions like: medical reasons with the recommendations of the Medical Board of the Institute or the damage/seepage in the residence.
7. There should not be any subletting of the accommodation allotted to the individual concerned and the occupation of the room beyond the period of allotment will be viewed very seriously. Unless an extension has been granted, penal rent as per Institute rules shall be charged after one month beyond the expiry date of allotment and steps will be taken to seal/break open the room and cancellation of the registration of such students. The parent Deptt./Institute officials will also be informed in case of sponsored/QIP candidates.
8. The allottee shall vacate the room as and when required by the Institute/DOSW and he/she shall not have any claim for any alternative accommodation.
9. The rooms once allotted must be occupied on an 'as is where is' basis. However, request for repairs can be made after occupation. Action on these will be taken according to the availability of funds for repair.
10. The allottee will be required to deposit the rent and any other charges in the accounts section in advance by the 5<sup>th</sup> of every month and shall submit a copy of the receipt to the caretaker of the hostels/E&W office.
11. While vacating the room, the resident will hand over the complete charges of the room together with the furniture, fixtures, etc., to J.E. of the hostel in good condition and obtain a NO DUES certificate, failing which he/she will be responsible for the loss, if any. In no case, the room will be handed over to any other person.
12. If somebody has to join back his parent Deptt. to get an extension of the leave, he shall report within a month, failing which the room will be got vacated. The concerned deptt. or QIP center should be informed and permission be obtained before proceeding to the parent Institution. Such information should also reach the DOSW office. Every allottee must inform the DOSW if he has to leave the station for more than a week.
13. Self-financing research scholars may also be given accommodation, if available.

**NOTE: All the above rules should be read carefully and followed strictly.**