

Note For Accommodation for employees

August 2023

Objective:

To provide accommodation to employees based on need, specifically for:

1. Requirements for services in hostels.
2. Staff required to work beyond normal hours/odd hours and therefore need accommodation facility.

Scope:

This policy applies to employees whose accommodation needs are based on operational requirements.

General Guidelines

1. Employee Coverage

- a. Employees in the Residential and Food & Beverages departments will receive accommodation to support hostel operations and mess services.
 - b. Employees from other departments, such as Infrastructure, Administration, Maintenance, Horticulture, and Human Resources etc may be provided accommodation based on specific job requirements.
2. **Expenses:** All accommodation-related expenses outlined in Clauses 1 (Sub Clause a & b) will be covered entirely/partially by the University as the case may be.
 3. **Approval:** Accommodation provisions under Clauses 1 (Sub Clause a & b) are subject to prior approval.
 4. **Monitoring:** A Monthly Management Information System (MIS) will be maintained at the residential departmental to track accommodation allocations.
 5. **Amendments:** The University reserves the right to amend, modify, or withdraw any clauses of this policy as needed to meet business requirements. This policy supersedes all previous versions on the same subject.
 6. **Interpretation:** The Human Resources department holds the sole authority for interpreting this policy.

Approved by:

Item GB 24.23 September 02, 2023, 24th MEETING OF GOVERNING BODY