



R-90  
21/3/2022

## Human Resource Division

**Subject :** Revision of University's policies

The following policies of the University was framed and circulated vide Notification bearing No. SGTU/Acad./03/2020/1198-1225 dated 04<sup>th</sup> November, 2020 :

- (a) Financial Support/Fee Concession policy for employees and their dependents'
- (b) Mess Policy
- (c) Medical Check-up policy
- (d) Salary Advance policy
- (e) Accommodation Policy
- (f) Dress Code & Uniform Policy
- (g) Leave Policy
- (h) Assets Policy
- (i) Accidental Insurance & Medical Benefits Policy
- (j) Travel Policy

Considering the growth of the University and taking into account the welfare of the employees and their dependents, it was felt to review the policy.

After considering the inputs of the different stack holders of the University, the above said policy has been reviewed and draft of these policies is attached as PUC.

The above proposed/draft policies may be submitted to the Vice Chancellor for consideration and approval in anticipation of the approval of the Board of Management.

Head - Human Resource Division



~~Registrar~~

May be considered and approved in anticipation of the approval of BOM.

Fumar  
21/3/22

Vice Chancellor

Approved as proposed

~~Registrar~~ HR Registrar

for perusal and further course of action.

Fumar  
22/3/22

Director - HR



# SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY, BUDHERA, GURUGRAM

## LEAVE REGULATIONS

### 1. Objectives

In exercise of the power conferred by clause 14 (vii)(c) of the First Statutes, read with section 34 of the Haryana Private Universities Act, 2006, and further amended as Haryana Private Universities (Second Short Title Amendment) Act 2014 (Haryana Act no. 26 of 2014), the Board of Management of the SGT University hereby make the Regulation relating to Leave.

### 2. Short Title, Application, and Commencement

- These regulations shall be called the "SGT University Leave Regulation, 2022".
- These Regulations shall supersede all Leave Policy/Rules framed/approved earlier to these Regulations.
- These Regulations shall come into force with effect from the date of approval of the Board of Management.

### 3. Scope

These regulations shall apply to all University employees other than the following:

- Persons on deputations from any State Govt., the Govt. of India or Statutory Board or Corporation, who will be governed by the term and conditions of the deputation.
- Employees appointed on contract (They will be granted leave in accordance with the terms of the contract).
- Part-time employees/Guest Faculty/Visiting Faculty/Consultant/Advisor engaged by the University.

### 4. Definitions

- A "completed year of service" means continuous service of the specified duration under the University and includes period spent on duty as well as leave including extraordinary leave unless otherwise provided.
- "Competent Authority" means the authority empowered by the Board of Management to grant leave.





- (c) "Earned Leave" means leave earned on the basis of actual service rendered.
- (d) "Month" means a calendar month.
- (e) "Leave Salary" means the monthly amount paid by the University to an employee who is on leave.
- (f) "Holiday" means a holiday prescribed or notified as such by the competent authority.
- (g) "Competent Medical Authority" for certification of the illness means the Medical Officer of the SGT University or a Government doctor of a gazetted rank or such other authority as may be approved by the Vice-Chancellor on the merits of each case. Provided that in the case of employees belonging to rural areas, where there is no Government / Municipal Dispensary or MBBS doctor, certificate from a Registered Medical Practitioner shall be accepted.
- (h) "Pay" means the monthly pay drawn on the day before the leave commences.

## 5. Right of Leave

Leave cannot be claimed as a matter of right. However, when the exigencies of service so demand, leave of any description may be refused or revoked by the competent authority.

Unless otherwise specified in these rules and except in the case of casual or medical leave all applications for leave should be made at least 07 days before the date from which leave is applied for.

**"Leave shall not be granted to an employee who is under suspension"**

## 6. Absence from duty

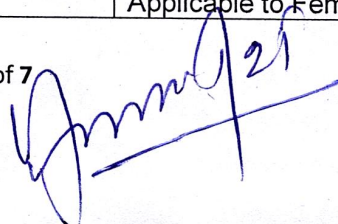
- (a) An employee who remains absent after the expiry of his/her leave shall not be entitled to any leave salary unless otherwise such absence has been regularized by the competent authority.
- (b) Willful absence from duty for more than a week may involve forfeiture of appointment.
- (c) When an employee does not resume duty, after remaining on leave for a continuous period of Six month, he/she shall be deemed to have resigned and shall accordingly cease to be in the University service.

## 7. Types of Leave and entitlement

### (a) Nomenclature of Leaves

Following are the various types of leaves applicable to the employees, as per their designation, category and location.

Sr. No.	Leave Type	Abbreviation	Details
1	Earned Leave	EL	Also termed as 'Privilege Leave'
2	Casual Leave	CL	Applicable to all category of employees
3	Sick/Medical Leave	SL	
4	Academic Leave	AL	Applicable to limited category
5	Summer Vacations	SV	
6	Winter Vacations	WV	
7	Maternity Leave	ML	Applicable to Female employees





8	Extraordinary Leave	EOL	Applicable to all category of employees
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(b) **Applicability of Leaves**

• **Non-Teaching Staff:**

Type of Leave	Non - Teaching Employees (no. of days)	Eligibility
Casual Leave	12	From date of Joining
Sick/Medical Leave	10	
Earned Leave / Paid Leave	15	After Completion of one year

• **Teaching Staff:**

Type of Leave	Teaching Employees (no. of days)	Eligibility
Casual Leave	12	From date of Joining
Sick/Medical Leave	10	
Earned Leave / Paid Leave	10	After Completion of one year
Academic Leave	10	From date of joining
Summer Vacations	14	After completion of one year
Winter Vacations	7	


**Note :** Guest Faculty/Visiting Faculty/Consultants/Advisors shall not be entitled for any kind of leaves.

**8. General Guidelines**

- Leave regulations do not give the right/entitlement of leaves to any employee and any leave application is subject to approval from the reporting officer.
- Any exception to this policy will be subject to approval from Vice-Chancellor and Management.
- If an employee is going out of the Delhi NCR region (more than 100kms radius from the university) then the reporting officer must be kept informed by the employee.
- Except casual leaves, no other leave should be unplanned.
- If an employee combines two different leaves (other than casual leave) and Holidays/RH/Weekly offs fall between the two different leaves, then Holidays/RH/Weekly offs will be considered the same type of leave as a suffix. Example: Saturday is taken as Sick Leave and Monday is taken as Casual Leave, then Sunday (falling in between) will be marked as Sick Leave.

**9. Casual Leave**

- The casual leave shall be allowed on a pro-rata basis as per the date of joining.
- The leaves are credited on a monthly pro-rata basis, before starting of the month.
- Casual leave will be lapsed at the end of the calendar year and are not carried forward to the next year.

*[Handwritten Signature]*  




- (d) Casual Leave may be combined with other type of leaves and weekly offs. Holidays/RH/Weekly offs falling within the period of casual leaves shall not be counted as casual leave.
- (e) Casual Leaves can be availed for half a day.

#### 10. Earned Leave

- (a) Earned leave will be credited after completion of one year of continuous service to be calculated on the basis of the date of joining. For example, if an employee joins on 1<sup>st</sup> of May-20, then he/she shall be eligible for availing EL after 30<sup>th</sup> April, 21.
- (b) After completion of one year, EL is credited at the start of every month on pro-rata basis and adds up with the opening balance which was credited on completion of one year.
- (c) Earned Leaves may be combined with any other leave and weekly offs. Holidays/RH/Weekly offs falling within the period of earned leaves shall be counted as earned leave.
- (d) Un-availed EL shall be carried forward to the next year.
- (e) Maximum limit of earned leave balance in an employee account shall not exceed 75 at any point of time
- (f) Employee should be eligible for minimum 21 days of salary in a month, to be eligible for leave credit in next month. Example – If an employee is on loss of pay for 10 days in a month and is eligible for only 20 days' salary, then he/she will not get leave credited in next month.
- (g) Earned leave cannot be availed for half a day.

#### 11. Sick/Medical Leave

- (a) An employee shall be allowed Sick leave on a pro-rata basis as per the date of joining.
- (b) The leaves are credited on a monthly pro-rata basis, before starting of the month.
- (c) Un-availed Sick leaves are carried forward to the next year but maximum limit of sick leave balance in an employee's account shall not exceed 30 at any point of time during the calendar year.
- (d) Sick leaves can be availed for half a day.
- (e) An employee has to produce a medical certificate to his/her reporting officer for availing of more than two days of sick leaves. For one or two days of sick leaves, medical certificate is not required.

#### 12. Academic Leave

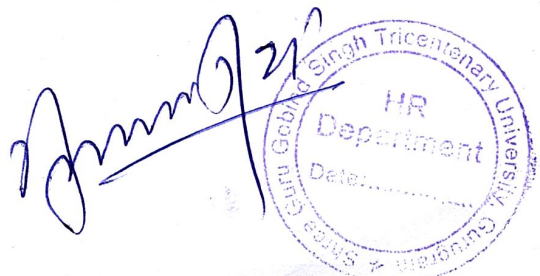
- (a) Academic leaves are admissible to both teaching and non-teaching staff after the completion of one year of continuous service.
- (b) Academic leave is permissible for the following purposes with prior approval of the Dean and the Vice-Chancellor:
  - (i) To conduct an examination of a university or similar body/ institute;
  - (ii) To inspect academic institutions attached to a university or to a statutory board or professional council etc.;



- (iii) To attend meetings of the committees, boards, faculties, and other academic bodies of a university or a statutory board of professional council / Corporate;
  - (iv) To attend meetings of the selection committees of the universities/ boards/colleges/institutes, etc.;
  - (v) To participate in a literary, scientific or educational conference/workshop/training/FDPs (Faculty Development Program), symposium or seminar or cultural or sports activities conducted by bodies recognized by the university;
  - (vi) For any other purpose as may be approved by the Vice-Chancellor considered to be of academic nature.
- (c) Academic leave may not be clubbed with any other leave. Holidays / Weekly offs falling within the period of Academic leaves shall be counted as Academic leave. In case of any exceptions, approval from Vice-Chancellor is necessary.
- (d) Days consumed during Travel along academic leaves shall be counted as academic leave.
- (e) After resuming regular duty, the concerned teaching employee is required to submit a report which shall include:
- (i) A copy of the Certificate issued by the organizers of the training/workshop /Academic activity.
  - (ii) Abstract of the workshop, training conference attended. Training may be imparted to fellow faculty members / concerned departments.
- (f) Additional Academic leaves may be granted in the case of Faculty Development Programs, with prior approval of the Vice-Chancellor.

### 13. Vacations (Summer & Winter)

- (a) The time frame for winter & summer Vacations will be notified by the Registrar's office through the Academic Calendar.
- (b) The Faculty members who are engaged in admissions or in any other duty assigned by Vice-Chancellor and are unable to avail their Summer Vacations shall be entitled to take the same up to the month of December of the same year. The same shall be communicated to the HR Department.
- (c) The faculty member must ensure to submit a copy of the approval letter duly signed by the Admissions In-charge/Vice-Chancellor to avail summer vacations, at a later stage, this must be done before the start of scheduled summer vacation.
- (d) Since the Vacations are meant to prepare oneself for the next session/semester through continued learning and enhancement of knowledge, the faculty members, therefore, should utilize this time in the most appropriate manner. The faculty should also ensure to keep in touch with their students through various modes of technology, such as online knowledge sharing, mentoring, query handling, revision, seminars/webinars, etc.
- (e) Employees who do not avail vacations in terms of the order issued by the office of Registrar and work during the period, will get Earned Leave to the tune of 50% of the no. of days of un-availed vacation days, subject to approval from the Vice-Chancellor. Example – If an employee has not used four days of vacation, then he/she will be entitled for two Earned leaves to be credited in his/her earned leave account.





#### 14. Maternity Leave

All women employees who have worked not less than eighty (80) days during twelve (12) months, immediately preceding the date of her expected delivery, are eligible to avail of maternity leave benefit.

#### 15. Compensatory Offs

- (a) Compensatory off is permissible to an employee if he/she had worked on a public holiday (as declared in the university holiday list) or weekly off.
- (b) Head of the department or above grade employees will not be eligible for Compensatory Offs.
- (c) Compensatory off can be availed only when the supervisor/reporting officer/HOD has issued an order in writing for the employee(s) to work on a holiday/weekly off due to official exigency.
- (d) The employee cannot decide to work on a holiday and seek compensatory off on his/her own.
- (e) Compensatory off should be availed after seeking approval from HOD / Dean /Reporting officer mentioning the date of holiday/weekly off. The approved mail should be sent to HR for regularization.
- (f) HR shall verify the employee's presence on the said dates through a biometric report. Attendance shall not be considered if the biometric record does not show time in and time out details.
- (g) If an employee has worked for a period of 4 hours he will be entitled for half day off and if he/she had worked for 8 hours or more, he/she will be entitled for one day off.
- (h) Validity of compensatory offs is 30 calendar days from the date of working.

#### 16. Extraordinary Leave

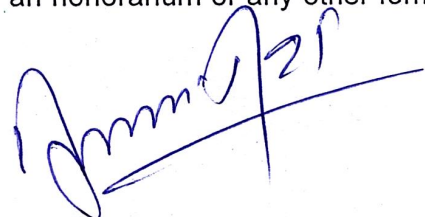
Extraordinary Leave (without Pay) may be allowed in the following circumstances:

- (a) When no other leave is admissible;
- (b) When other leave is admissible but the employee applies in writing for extraordinary leave for any special reason.

Extraordinary leave shall be without pay/allowances and shall not ordinarily be exceeding one year at a time. Extraordinary leave shall not be counted for increment. Extraordinary leave is subject to the approval from Vice-Chancellor and Management.


#### 17. Study Leave

- (a) Study Leave, up to one year, may be granted to a teacher who is willing to acquire higher knowledge and to improve skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature is used) for undertaking a research project in a higher educational institution in India or abroad, she/he may be granted study leave at the discretion of the University. The awardee shall not be paid a salary for the duration of the fellowship/scholarship.
- (b) During the period of study leave the teacher concerned shall not take up any regular or part-time appointment under an organization in India or abroad. She/he may, however, be allowed to accept a fellowship or a research scholarship or an ad hoc teaching and research assignment with an honorarium or any other form



of assistance, other than regular employment in an institute either in India or abroad.

- (c) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which s/he is expected to return to duty after the expiry of study leave.
- (d) A teacher availing herself/himself study leave, shall undertake that s/he shall serve the university/college/institution for a continuous period of at least double the duration of the study leave, to be calculated from the date of his/her resuming duty on expiry of the study leave.





## SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY, BUDHERA, GURUGRAM

### POLICY FOR ADVANCE AGAINST SALARY

#### 1. Objectives

The objective of this Policy is to help the employee tide over an emergency situation as a part of welfare measure. Misuse of this Policy will attract initiation of disciplinary proceedings against the employee besides debarring him from such advance in future.

The Policy does not confer any right whatsoever on the employee to ask for a salary advance nor is it part of the terms and conditions of his/her service. The final decision to grant or not to grant salary advance or any other advance will rest with the management.

#### 2. Scope of the Policy

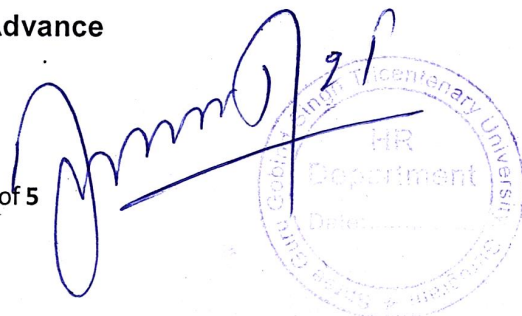
This policy shall apply to all University employees other than the following:

- Employees appointed on contract (They will be granted leave in accordance with the terms of the contract).
- Part-time employees/Guest Faculty/Visiting Faculty/Consultant/Advisor engaged by the University.
- Manpower provided by the Service Provider and the employees appointed on a work-charge basis.
- Casual workers.
- Any class of employees or any individual employee in connection with the affairs of the (f) University who may be specifically exempted from the application of these regulations.

#### 3. Salary Advance Process

The salary advance to be granted to the employee under the given circumstances will be linked to his monthly stipend/wages/salary.

- Circumstances for grant of Salary Advance



Category	Details	Documents Required
A	Medical need in the extreme critical illness of self/immediate dependent family members, including spouse, children, and parents only. For that illness that requires hospitalization or prolonged treatment.	Medical prescription, Recent medical reports for the illness, Copy of Aadhar Card / Ration Card of the patient.
B	Marriage of self, son or daughter and dependent sister or brother.	Marriage card, Copy of Aadhar Card / Ration Card of the groom / bride, as the case may be.
C	Higher education of self, children or dependent siblings	Admission card / prospectus / fee invoice (proof of fees), Copy of Aadhar Card / Ration Card of the student
D	In exceptional circumstances of grave nature or calamity resulting in sudden/unforeseen expenditure for which immediate monetary assistance is called for.	Duly approved Application mentioning the reason with supporting documents.

**(b) Other Conditions for grant of Salary Advance**

- (i) The advance will be granted to the employee not more than once in a calendar year.
- (ii) The second salary advance may be considered for sanction provided the employee has repaid the advance granted and received earlier.
- (iii) Application for salary advance will be made by the employee in the prescribed format available with the HR department. The employee should ensure that he has provided all information required in the application along with required documents while applying for the advance.
- (iv) The employee concerned is required to submit an undertaking duly signed, authorizing the university to make the recovery of the amount of advance granted to him in instalments from the same monthly salary payable to him at the end of the month and also that in the event of his quitting service, he would undertake to repay any balance amount outstanding against him or that the amount can be recovered from his full & final settlement.
- (v) The application form applying for salary advance has also to be completed by a surety who should be a regular employee (completed 3 years) on the rolls of the university and is eligible for a salary advance. Only one person can stand surety for an employee at any time. (vi) The surety shall give an undertaking that in the event of the applicant fails to repay the salary advance, the outstanding amount shall be recovered from the surety. In case there is no surety given by the employee, the salary advance approval would be accorded by the PVC/VC. (vii) The application form for salary advance should be routed through the HR Department
- (viii) The sanction of advance will be subject to the budget provision and availability of funds to be determined and regulated by Accounts.
- (ix) Provisions of Income Tax law or any other law, if any, as amended from time to time, on the matter of salary advance will be complied with as applicable.
- (x) Dean / HOD must assess the performance of the employee before approving a salary advance.



(xi) The amount of salary advance shall not exceed one month's gross salary of the employee.

(c) **Recovery of Advance**

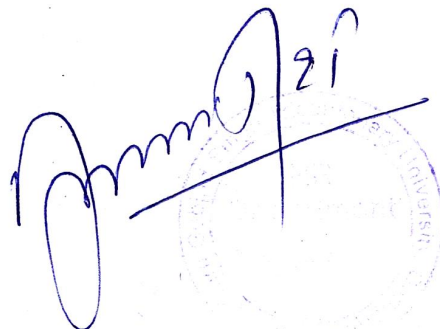
The advance granted will be recovered from the salary/wages/stipend of the employee in not more than 6 equal instalments commencing from the immediately succeeding month's salary/wage.

(d) **Processing of Applications**

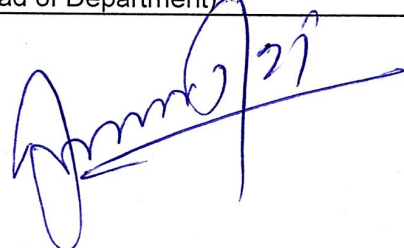
- (i) **Step 1:** The employee interested to apply for a salary advance should submit an application in the prescribed format, duly filled in and completed in all respects, and submit the same to the HOD concerned along with required documents. The application form shall also be signed by the surety.
- (ii) **Step 2:** HOD will assess the genuineness of the request, make his recommendation, and send it to the HR department.
- (iii) **Step 3:** HR Department will scrutinize the application with respect to the Policy guidelines. If the request is found to be in order, it will be sent to Head – HR for approval.
- (iv) **Step 4:** Head – HR will accord approval in the format and return to HR Department for making necessary entries in their system before sending the approved application to accounts. Where exceptions will have to be made for clearing applications, such cases will be put up to the Registrar for approval.
- (v) **Step 5:** Accounts department will satisfy themselves that the application has been processed properly. Subject to availability of funds, Accounts will arrange to remit the approved amount of advance.
- (vi) **Step 6:** In cases where the amount could not be sanctioned, the concerned employee will be informed accordingly.

**4. Remittance of Advance**

In case an employee exits from the university prior to the repayment of the advance drawn by him, the balance amount will be adjusted against his full and final settlement. If there is still some advance amount outstanding against him, the employee will be advised to remit the sum before relieving order is issued to him. In case the employee fails to do so, any outstanding amount will be recovered from the surety after informing him in advance.

A handwritten signature in blue ink is written over a circular official stamp. The stamp contains the text 'UNIVERSITY OF...' and 'REGISTRAR' around its perimeter. The signature is stylized and appears to be 'M. M. Q. 21'.

<b>Salary Advance Application Form</b>			
To be filled in by the Applicant			
Employee Name:			
Employee Code:		Designation:	
Department :		Date of Joining:	
Gross Salary (Rs)		Take Home Salary (Rs)	
Purpose of Advance			
Amount applied (Rs)		No. of Installments (for recovery)	
<b>Previous Advance Details</b>			
The previous advance sanctioned on _____	Sanctioned Advance: Amount (Rs) _____	Whether advance recovered in full Yes / No, if No Pending Amount (Rs) _____	
<b>Undertaking</b>			
<p>1. I have read and understood the Policy / Rules of the University for grant of salary advance and agree to abide by them.</p> <p>2. I authorize that the advance granted to me may be recovered in _____ installments from my Wages / Salary, deduction for which will be started from the month of _____ i.e. immediately succeeding month.</p> <p>3. I authorize that any outstanding amount of advance may be recovered from any amount due to me or from my full &amp; final settlement.</p> <p>4. I hereby undertake to repay to the University any outstanding amount after recovery as per point 3 above.</p> <p>5. I hereby agree that in the event of my failure to repay the entire advance granted to me, the outstanding amount may be recovered from my Surety.</p> <p>6. I undertake to utilize the advance money only for the purpose for which it is granted.</p>			
Signature of Applicant with date:			
<b>Details of Surety</b>			
Employee Name:			
Employee Code:		Designation:	
Department / Module:		Date of Joining:	
<b>Undertaking</b>			
I hereby stand Surety for Mr. _____ If the applicant defaults in repaying the advance amount to the University, I hereby undertake to bear the liability towards the same & hereby authorize the University to recover the outstanding amount from my Wages/Salary.			
Signature of Surety with date:			
For use in Concerned Department			
Recommended and forwarded to HR Department for further action.			
Signature / Date : (Head of Function)		Signature / Date : (Head of Department)	





For use in HR Department			
No. of Years of Service of Applicant		His Attendance record of last one Year (LOP details)	
His Disciplinary record	Satisfactory / Not Satisfactory		
Particulars verified and found in order. Eligible / Not Eligible for Advance. Advance of Rs. _____ may be granted. To be recovered in _____ installments at the rate of Rs. _____ per month from the salary/wages from the month of _____.			
Signature of Executive with date :			
Approval			
Approved Advance of Rs. _____ To be recovered in _____ installments.			
Signature of Head HR with date		Signature of Registrar with date	
For Use in Accounts Department			
Passed for payment of Rs. _____ Amount paid by Cash/Cheque number _____ dated on _____.			
Recovery to be effected from _____.			
Signature of Executive with date		Signature of CFO with date	
Receipt by Applicant			
Received Advance of Rupees _____ in Cash/Cheque bearing number _____ dated _____			
Signature of the Applicant with date			

*[Handwritten Signature]*

*[Circular Stamp: HR Department, Date: \_\_\_\_\_, 100th Tricentenary University]*



# SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY, BUDHERA, GURUGRAM

## DRESS CODE & UNIFORM POLICY

### 1. Objectives

The policy ensures that the members of staff create a professional working environment and maintain harmony amongst employees and decorum of the University.

### 2. Short Title, Application, and Commencement

- This Policy shall be called the "SGT University Dress Code & Uniform Policy, 2022".
- This Policy shall supersede Dress Code and uniform Policy framed/approved earlier to this Policy.
- The Dress Code & Uniform Policy shall come in force with effect from the date of its approval by the Board of Management.

### 3. Scope

The Dress Code & Uniform Policy shall apply to all University employees.

### 4. Key Descriptors

- A professional appearance is encouraged through a Formal Business Wear which applies to all during working days.
- Wear clothes which are comfortable and practical for work, but not distracting or offensive to others.
- In attending/participating any event / fair/ symposia/ conclave etc. dress up in formal wear.
- All employees covered under uniform policy are to ensure dressing up in the uniform provided to them during working days.

### 5. List of acceptable attires for dress code part of the policy

For Men	For Women
<ul style="list-style-type: none"><li>Formal shirts preferably light colored, plain, striped or small checks.</li><li>Formal trousers, preferably black, navy blue, gray, brown or beige.</li><li>Black or brown formal shoes with dark colored socks.</li></ul>	<ul style="list-style-type: none"><li>Sarees</li><li>Salwar / Churidaar Kameez</li><li>Formal suits</li><li>Formal trousers with business coats / formal shirts</li><li>Formal Sandals / shoes</li></ul>



<ul style="list-style-type: none"> <li>• Formal Ties, when appropriate</li> <li>• Business Suits, when appropriate.</li> </ul> <p>During Winters: Formal Jackets, Sweaters, Cardigans.</p>	<p>During Winters: Formal Jackets, Sweaters, Cardigans, Shawls</p>
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**Note:**

- Any dress deemed inappropriate or unprofessional must be addressed with to the concerned individual through his / her HOD / Dean on individual basis.

**6. Guidelines for uniform part of the policy**

- If an employee resigns within two months from issuance of the uniform, in such a case 75% of the actual cost value of the items provided shall be deducted from his/her full and final (F&F) amount.
- If an employee resigns within four months from issuance of the uniform, in such a case 50% of the actual cost value of the items provided shall be deducted from his/her F&F amount.
- If an employee resigns within six months from issuance of the uniform, in such a case 25% of the actual cost value of the items provided shall be deducted from his/her F&F amount.
- In case any employee wishes to purchase the uniform allotted (apart from already issued items), in such a case he/she shall pay the actual cost of the items incurred to obtain them.

**7. Entitlement of items of uniform**

**(a) Security: -**

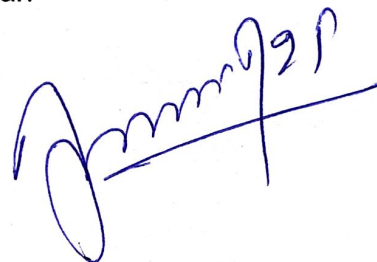
- 2 pairs of pants & shirt along with 2 caps and 2 line yards once every year.
- One pair of shoes and one belt once every year.
- One winter jacket and one raincoat once in every two years.
- The university shall bear 50% of the actual cost while the remaining amount shall be borne by the employee and deduction shall be made in maximum 3 installments.

**(b) Mess: -**

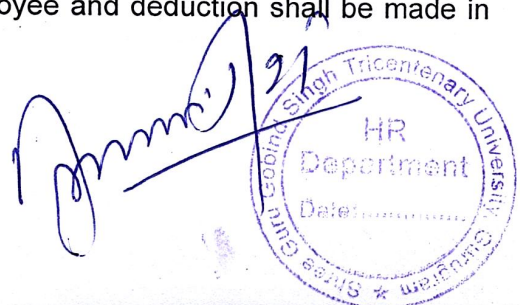
- 2 pairs of pants & shirt once every year.
- One pair of safety shoes once every year.
- 2 sweaters once in every two years.
- The university shall bear 50% of the actual cost while the remaining amount shall be borne by the employee and deduction shall be made in maximum 3 installments.

**(c) Transport: -**

- 2 pairs of pants & shirt once every year.
- One pair of shoes once every year.
- 2 sweaters once in every two years.



- (iv) Transport employee shall be provided with a quilt/blanket once in every 3 years.
- (v) The university shall bear 50% of the actual cost while the remaining amount shall be borne by the employee and deduction shall be made in maximum 3 installments.
- (d) **Pantry/Office boys: -**
- (i) 2 pairs of pants & shirt once every year.
- (ii) One pair of shoes once every year.
- (iii) 2 sweaters once in every two years.
- (iv) The university shall bear 50% of the actual cost while the remaining amount shall be borne by the employee and deduction shall be made in maximum 3 installments.
- (e) **Hospital: -**
- (i) **Ward Boy/Ward Aya**
- (aa) 2 pairs of pants/salwar & shirt/kameez once every year.
- (ab) 2 sweaters once in every two years.
- (ac) 2 apron once every year.
- (ad) The university shall bear 50% of the actual cost while the remaining amount shall be borne by the employee and deduction shall be made in maximum 3 installments.
- (ii) **Lab technician & Lab attendant**
- (aa) Lab technician shall be provided with 2 lab coats once every year.
- (ab) Lab attendants shall be provided with 2 apron once every year.
- (ac) The university shall bear 50% of the actual cost while the remaining amount shall be borne by the employee and deduction shall be made in maximum 3 installments.
- (iii) **Staff nurse**
- (aa) 2 pairs of pants/salwar & shirt/kameez once every year.
- (ab) 2 sweaters once in every two years.
- (ac) 2 lab coats once every year.
- (ad) The university shall bear 50% of the actual cost while the remaining amount shall be borne by the employee and deduction shall be made in maximum 3 installments.
- (f) **Horticulture & Housekeeping: -**
- (i) 2 apron once every year.
- (ii) The university shall bear the whole cost and nothing shall be borne by the employee.
- (g) **All departments (Attendants): -**
- (i) 2 pairs of pants & shirt once every year.
- (ii) One pair of shoes once every year.
- (iii) 2 sweaters once in every two years.
- (iv) The university shall bear 50% of the actual cost while the remaining amount shall be borne by the employee and deduction shall be made in maximum 3 installments.





Department	Designation	Shirt	Trouser	Shoes	Cap	Belt	Lab coat	Line Yard	Apron	Sweater	Winter Jacket
Security	Security guard	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes
	Supervisor	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes
Mess	Utility helper (UT)	Yes	Yes	Yes	No	No	No	No	No	Yes	No
	Helper	Yes	Yes	Yes	No	No	No	No	No	Yes	No
	Cook	Yes	Yes	Yes	No	No	No	No	No	Yes	No
Transport	Driver	Yes	Yes	Yes	No	No	No	No	No	Yes	No
	Conductor	Yes	Yes	Yes	No	No	No	No	No	Yes	No
Pantry	Pantry/office boys	Yes	Yes	Yes	No	No	No	No	No	Yes	No
Hospital	Ward boy	Yes	Yes	No	No	No	No	No	Yes	Yes	No
	Ward aaya	Yes	Yes	No	No	No	No	No	Yes	Yes	No
	Lab Technician	No	No	No	No	No	Yes	No	No	No	No
	Lab attendant	No	No	No	No	No	No	No	Yes	No	No
	Pharmacists	No	No	No	No	No	Yes	No	No	No	No
	Staff nurse	Yes	Yes	No	No	No	No	No	No	Yes	No
Horticulture	Gardener	No	No	No	No	No	No	No	Yes	No	No
Housekeeping	Cleaner	No	No	No	No	No	No	No	Yes	No	No
All departments	Attendants	Yes	Yes	Yes	No	No	No	No	No	Yes	No



# SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY, BUDHERA, GURUGRAM

## MEDICAL/HEALTH CHECK-UP POLICY

### 1. Objective

To ensure that all employees working in the SGT University, its hospital, and other institutes are medically fit to carry out the assigned responsibilities. The Medical Benefits Program seeks to encourage the beneficiaries of the policy to adopt a responsible and proactive approach towards their good health that directly promotes the services of the Hospital. The Medical/Health check-up policy will meet the Healthcare requirements of all the employees working with SGT University, Hospital & Research Institute.

### 2. Short Title, Application, and Commencement

- This Policy shall be called the "SGT University 'Medical/Health Check-up Policy, 2022".
- This Policy shall supersede 'Medical/Health Check-up Policy framed/approved earlier to this Policy.
- The 'Medical/Health Check-up Policy, shall come into force with effect from the date of its approval by the Board of Management.

### 3. Scope

The 'Medical/Health Check-up Policy shall apply to all University employees of SGT University, its affiliates, subsidiaries and hospital staff except otherwise a separate provision has been made in any Agreement/MOU has been entered into by the University with the service providers.

### 4. Pre-employment check up

- Nobody will be appointed to any post in University whether permanent, contractual or trainee unless he/she is declared medically fit as per the medical fitness standards prescribed for the post after a medical examination by SGT Medical College, Hospital & Research Institute authorized medical officer/officers at the time of appointment in the Institution's service.





- (b) Each and every new selected candidate be required to get his/her medical check-up before their joining, Medical examination shall include Physical examination like Pulse, BP, Vision, Hearing, Skin, Chest, Abdomen and Investigations like HB, Blood Group, Urine ALB/Sugar and X Ray Chest.

## 5. Annual Medical Checkup and Vaccination Drive

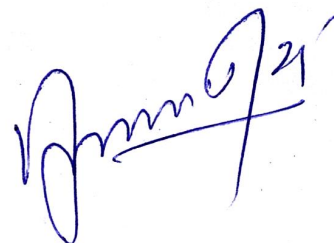
- (a) SGT University shall undertake an annual health check up of all its employees so as to assess their level of fitness.
- (b) This Annual Health checks shall done on every year which includes Medical Examination - BP, CVS, Vision, Hearing, Skin and Investigations and any other investigation if required & advise by the Physicians.
- (c) Result of the checkup documented in the same format for all.
- (d) Record of the same is maintained in the personal file of the employee.
- (e) The hospital should also conduct periodic vaccination program for employees.
- (f) It covers vaccination against Hepatitis B, Tetanus etc.
- (g) All the contractual employees are also to undergo annual-employment medical checkup.
- (h) Vaccination of contractual employee is responsibility of SGT University.

## 6. Food Handler

All person involved in cooking/cleaning/serving food shall be subjected to an initial examination as above on joining. In addition to the above mentioned investigations they shall also undergo routine stool examination every month. There after all food handlers shall be screened for any over signs of infection by designated MO. Record of monthly inspection shall be maintained in the casualty and displayed in the kitchen on the notice period.

## 7. Immunization Status

- (a) All food handlers are immunized against infectious diseases like Cholera, Typhoid, and Hepatitis B etc.
- (b) All susceptible staff members like Nurses, all Technicians, Housekeeping Staff, STP Operator engaged in cleaning decontamination and disposal of contaminated materials are immunized against Hepatitis B.
- (c) One register will be maintained by the ICN which shall be updated after each dose given to the employee.
- (d) A copy to be maintained by the ICN and another to be handed over to the employee. When the vaccination is complete, the Immunization card is to be handed over to the HR department to be kept in the Personal record of the Employee.
- (e) Proper documentation & records of Medical history shall be maintained for all employees.
- (f) The Reports of Pre-Employment Health/Medical Check-up and Annual Health Check-ups shall be documented and kept in the individual's personnel file.





## SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY, BUDHERA, GURUGRAM

### FINANCIAL SUPPORT/FEE CONCESSION POLICY FOR EMPLOYEES AND THEIR DEPENDENTS

#### 1. Objective

This policy will provide financial support to the employees working in the SGT University for acquiring higher studies for them and of their wards in the form of financial support/fee concession.

#### 2. Short Title, Application, and Commencement

- This policy shall be called the "SGT University Scholarship for Employees and their wards Policy, 2022".
- This Policy shall supersede all "Scholarships for Employees and their wards Policy" framed/approved earlier to this Policy.
- This policy shall come in force with effect from the date of approval of the Board of Management.

#### 3. Scope

The policy shall apply to all University employees other than the following:

- Persons on deputations from any State Govt., the Govt. of India or Statutory Board or Corporation, who will be governed by the term and conditions of the deputation.
- Employees appointed on contract.
- Part-time employees/Guest Faculty/Visiting Faculty/Consultant/Advisor engaged by the University.

#### 4. Entitlements

The financial support in the form of Tuition fees concession will be awarded to the relatives of the University's employees (blood relations only, such as dependent Son, Daughter, Husband/Wife, as the case may be) for the students admitted during any Academic Session as given below:





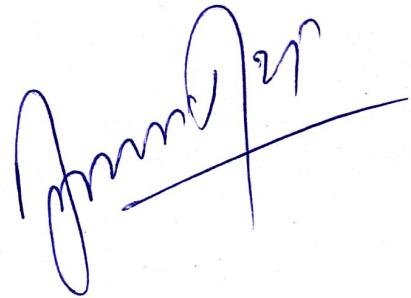
- (a) All Under-graduate courses except Medical, Dental, Nursing, Pharmacy and Ayurveda: 35% every year
- (b) Ph.D. or postgraduate

## 5. Subsequent years

The scholarship in the form of Tuition fees concession in subsequent years shall be based on the students' performance in the semesters / annual examinations as the case may be and the same will be paid in the name of the student.

For continuation of benefits in subsequent years, the student will have to meet the below conditions:

- (a) Student should have passed in all the subjects in the first attempt only.
- (b) Should have scored 75% or above marks in aggregate.
- (c) Student should have 80% or more attendance in all the subjects of the course including practical (wherever applicable).
- (d) Student should not be involved in any act of indiscipline, ragging, eve-teasing, etc.
- (e) Should have cleared all the dues and paid the total fees of the course for the particular semester/year.
- (f) Should not be receiving any other scholarship from any other Govt./ Govt. org/ Institute.
- (g) The students will have to apply within one month of declaration of their results.
- (h) The percentage of scholarship may be changed by the management on the recommendation of the scholarship committee.
- (i) The scholarship will be applicable for the subsequent years only till the employees is working with SGT University.





# SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY, BUDHERA, GURUGRAM

## TRAVEL POLICY

### 1. Objectives

This Policy will govern the payment of the traveling allowance, daily allowance, and local mileage allowance to the SGT University employees.

### 2. Short Title, Application, and Commencement

- This policy shall be called as the "SGT University Travel Policy, 2022".
- This policy shall supersede all Travel Policy/Rules framed/approved earlier to this Policy.
- The Policy shall come in force with effect from the date of its approval by the Board of Management.

### 3. Scope

These regulations shall apply to all University employees including the following:

- Persons on depositions from any State Govt., the Govt. of India or Statutory Board or Corporation, will be governed by the term and conditions of deputation.
- Employees appointed on contract (They will be governed in accordance with the terms of the contract).
- Manpower provided by the Service Provider and the employees appointed on a work-charge basis.
- Casual workers.
- Any class of employees or any individual employee in connection with the affairs of the University who may be specifically exempted from the application of these regulations.

### 4. Classification of Cities

- Metro (Class A) Cities:**  
Calcutta, Mumbai, Delhi, Chennai, Bangalore, Hyderabad, Ahmadabad, Pune.
- Sub –Metro (Class B) Cities:**  
State Capitals, Delhi NCR and all Hill Stations for the purpose of these Rules will be treated as Sub-Metros.
- Other (Class C) Cities:**  
All other towns/ cities will be treated as "other cities"





## 5. Grading of University Employees

For the purpose of TA/DA, the grading of the University employees shall be as under:

Grade	Designation
IA	Chancellor, Vice Chancellor, Pro Vice Chancellor & equivalent grade
IB	Deans, Registrar, Director, Chief Librarian, Controller of Examinations, Principal of College, Medical Superintendent, Professors, CFAO & equivalent grade
II	Associate Professor/ Reader/ Lecturer (selection grade), CMO, Dy. Registrar, GM / AGM & equivalent grade.
III	Assistant Professor, Senior Resident, Junior Resident/ Lecturer, RMO, Tutor/Demonstrator, Assistant Registrar, Superintendent, Assistant Librarian, Sr. Manager, Manager, Dy. Manager, Assistant Manager, Senior Engineer, Programmer, System Analyst & equivalent grade
IV	Technical Assistant/Technician, Lab Assistant, Office Assistant, Engineer, Personal Assistant, Accounts Executive, Computer Operator, Supervisor, Staff nurse & equivalent grade
V	Driver, Conductor, Ward Boy/ Aya, Security Guard, Lab Attendant, Office Boy/Pantry Boy, Housekeeping/Horticulture/Mess staff & equivalent grade

## 6. Entitlement for Hotel Charges and Daily Allowance and Mode of Travel

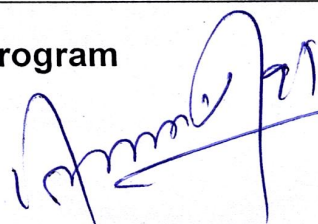
Grade	Class - "A" Metro Cities		Class - "B" Sub - Metro		Class - "C" All other Cities		Mode of Travel
	Hotel Incl. Tax	Daily Allowance	Hotel Incl. Tax	Daily Allowance	Hotel Incl. Tax	Daily Allowance	
IA	7500	1500	5000	1200	3500	1000	AIR (Economy Class)/ I-A/C
IB	5000	1200	4000	1000	3500	1000	AIR (Economy Class)/ I-A/C
II	3500	1200	3000	1000	2500	750	II-A/C
III	3000	1000	2500	750	2000	500	III-A/C Sleeper/ A/C Chair Car
IV	2000	500	1500	400	1200	300	II Class Sleeper
V	1200	300	800	250	500	200	II Class Sleeper /s Bus

\* Hotel & DA as per actual or prescribed above, whichever is lower.

## 7. Mode of Local Travel when on tour for official work

Grade	Mode of Travel	Charges
1-III	Taxi/Own Vehicle	Rs. 15/- per Km
IV	Bike / Motorcycle	Rs. 5.00 per Km
V	Auto Rickshaw & Bus	Actual Charges
Outside Expert	Taxi/Own Vehicle	Rs. 15/- per Km or Actual

## 8. Competent Authority to approve the tour Program





Grade of employee proceeding on tour	Competent authority
IA	Officer concerned
IB	Vice-Chancellor. In the absence of Vice-Chancellor, Pro Vice-Chancellor through Registrar.
II-V	Registrar

## 9. General Instructions

- (a) Prior approval of the competent authority/Vice-Chancellor/Registrar must be obtained for travelling by Air/other means with tentative budget.
- (b) The employee can draw advance equivalent to 50% of the estimated travelling expenses. The account of advance must be rendered along with T.A. bill, at the earliest, failing which all payments of the concerned employee on account of salary, etc. shall be withheld without any notice till the settlement of the account or recovery equivalent to the amount of advance.
- (c) In case the employee does not draw advance and incur expenditure from his/her own pocket, he/she will be reimbursed the amount of expenditure arrived at on the basis of entitlement prescribed under Clause 4-6 above.
- (d) All T.A. bills must be submitted along with original receipts/bills and copy of approval in the prescribed form (Annexure -I & Annexure - II) within 7 days of the completion of tour, through proper channel to the Accounts Department, failing which the advance money will be deducted from next salary.
- (e) For reimbursement, it is mandatory to produce the ticket either in original or self-attested photocopy thereof as proof. In absence of which no reimbursement shall be made.
- (f) The lodging expenses payable against Hotel Bill shall be limited to Room Rent, related service charges and taxes only. No amount shall be admissible for incidental charges such as port rage, tips, drinks, cigarettes, etc.
- (g) Lodging expenses must be supported by a relevant hotel bill including taxes subject to a maximum limit prescribed under Clause 6 above.
- (h) If the journey is more than three days, then laundry charges will be allowed up to a maximum of Rs. 50/- per day.
- (i) Wherever University is maintaining its Holiday Homes/Guest Houses, the employee should avail of this facility, subject to the availability of the same.
- (j) The employee shall not be entitled to lodging expenses for Night Journey in the Train/Bus i.e. during Night Journey in the Train/Bus, only boarding expenses shall be paid.
- (k) Expenses of special nature should be clearly mentioned in the tour program submitted for approval of the competent authority/Vice-Chancellor/Registrar failing which such expenses shall not be paid.
- (l) Irregularities in expenses or allowances, if any, shall be viewed seriously and the claimant would be liable to such action as the competent authority may deem appropriate, as per university rules.

## 10. Emergency Travel Arrangements

- (a) In case, the official business/academic trip is interrupted due to some unavoidable circumstances, such as illness or domestic problem, or personal/family emergency, all reasonable expenses incurred to return home will be reimbursable.
- (b) **Notification of Serious Illness or Injury** - If the employee falls seriously ill or gets injured while traveling, he/she must report the illness and/or injury to his/her Reporting Officer or other competent authority as soon as possible.

*[Handwritten Signature]*  
*[Circular Stamp: Registrar, Accounts Department, University of Jammu]*



- (c) **Miscellaneous Travel Expenses** - The miscellaneous travel-related expenses will be reimbursable, provided the same are reasonable.
- (d) **Medical expenses** - In case of a medical emergency or unplanned medical needs while on a trip, reasonable and essential doctors' bills, prescriptions, and other medical services will be reimbursed provided all the relevant documents are submitted.

A handwritten signature in blue ink, appearing to be 'Annamalayan', is written in the center of the page. The signature is stylized and includes a horizontal line at the end.

## TRAVEL REQUISITION FORM

### TRAVELLER'S PARTICULARS

Employee Name: \_\_\_\_\_

EMP ID: \_\_\_\_\_

Department: \_\_\_\_\_

Designation: \_\_\_\_\_

Purpose: \_\_\_\_\_

### TRAVELLING MODE

#### A. By Air/Train

Date	Expected Time of Departure	Flight/Train No.	Destination	Class

#### B. By Road

Rental Car

Own Car

Bus

Co. Car



### ACCOMMODATION

Check in Time	Check out Time	City/Town

Signature of the Applicant

Approved by: \_\_\_\_\_

Signature of HOD/Reporting officer



## TRAVELLING EXPENSES CLAIM & RE-IMBURSEMENT FORM

Employee Name: \_\_\_\_\_ EMP ID: \_\_\_\_\_

Department: \_\_\_\_\_ Designation: \_\_\_\_\_

Date of Start: \_\_\_\_\_ Date of Arrival: \_\_\_\_\_

Purpose: \_\_\_\_\_

S. No.	Particulars	Amount	Remarks
1	Fair (Supported by bill or tickets)		
2	Daily Allowance @ Rs. _____ Per day for _____ days		
3	Boarding Expenses (Supported by Bills)		
4	Lodging Expenses (Supported by Bills)		
5	Local Conveyance (Details in attached sheet)		
6	Washing & Laundry Expenses		
7	Misc. Expenses		
<b>Total</b>			
<b>Less Advance (if any)</b>			
<b>Payable</b>			

I hereby declare that the claim submitted is correct and is in accordance with the university's rules & regulations.

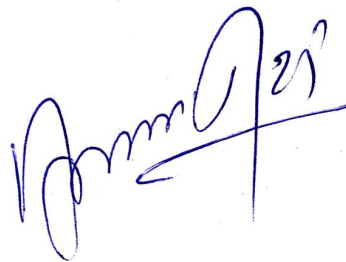
Signature of the Applicant

Approved by: \_\_\_\_\_

Signature of HOD/Reporting Officer

Verified by Accounts: \_\_\_\_\_

Signature of Accounts Department





# SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY, BUDHERA, GURUGRAM

## MESS OPERATIONS POLICY

### 1. Objective

This policy provides information about mess operations, meal charges, schedule of meal serving, and guidelines for availing of mess services. The management reserves the right to change this policy as and when required.

### 2. Short Title, Application, and Commencement

- This Policy shall be called the "SGT University Mess Operations Policy, 2022".
- This Policy shall supersede Mess Operation framed/approved earlier to this Policy.
- The Mess Operations Policy shall come in force with effect from the date of its approval by the Board of Management.

### 3. Scope of the Policy

This policy will be applicable to all the employees of the University.

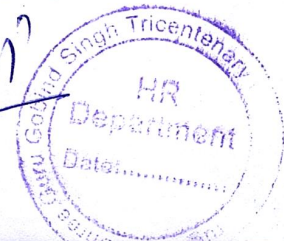
### 4. Responsibility

- The Mess In-charge will be responsible to provide the list of the employees who are availing of the
- Mess Facilities on monthly basis and the HR Department shall be responsible for the deduction of the
- Mess Charges as applicable from the monthly salary of the employees.

### 5. Charges

The charges for the Mess Facilities/Meals will be as defined below. The charges defined below are subject to change from time to time considering the market price of the commodities.

Mess Details	No. of meals	Charges per month (INR)
Annapurna Hall No. 1	Single Meal	1500





(Senior Staff Mess)	Three Meals	3000
Annapurna Hall No. 2 (Junior Staff Mess)	Single Meal	700
	Three Meals	1500

**Note:**

- (a) In the case of a single meal, the employee must enrol for a minimum 6months duration.
- (b) The above charges are fixed and shall not be deducted on a prorated basis.
- (c) In the case of staff nurses, the above charges will be 50% lesser.
- (d) Wardens and Transport (Route Drivers and Conductors only) are exempted from the above charges.
- (e) The charges for the employees, who do not available monthly mess facilities and take the meal occasionally, are as mentioned below. These charges must be paid at the cash counter.
  - (i) Breakfast : ₹ 80/-
  - (ii) Lunch : ₹ 140/-
  - (iii) Dinner : ₹ 140/-

**6. Process for availing the mess facilities**

- (a) Employees desirous to avail the mess facilities, are required to submit the request in the prescribed Performa [attached as Annexure 1 to this policy] to the HR Department.
- (b) The details filled in the form shall be verified by the HR Department.
- (c) After verification, the details will be updated in the excel sheet along with the amount to be deducted and will be sent to the Mess In-charge as per Annexure 2.
- (d) On receipt of the request from the employee, a confirmation shall be issued to the employees by the Mess Department mentioning the details of the amount to be deducted from his/her salary.
- (e) Simultaneously an entry shall be made in the MIS of the HR Department.
- (f) The Mess In-charge shall be responsible to track the users.
- (g) In case the employee is on long leave, he/she should intimate in writing the leave duration to the Mess In-charge.

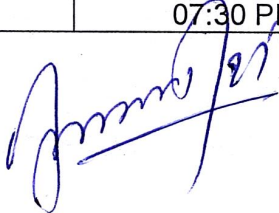
**7. Process for discontinuation of the facility**

- (a) Employees, who are intended to discontinue the Mess facilities, shall submit an application to the HR department along with a copy to the Mess In-charge.
- (b) The HR Department shall be responsible to update the details in the excel sheet.
- (c) HR Department shall ensure the necessary entries in SARAL software for the corresponding months before the next payroll is concluded.

**8. Meals Timing**

The Meals Timing shall be as mentioned below and shall be strictly adhered to by all the employees.

	Monday – Saturday	Sunday
<b>Breakfast</b>	07:30 AM to 08:45 AM	07.30 A.M. to 09.00 A.M.
<b>Lunch</b>	01:00 PM to 02:00 PM	01.00 P.M. to 02.00 P.M.
<b>Dinner</b>	07:30 PM to 08:45 PM	08.00 P.M. to 09.05 P.M.



## APPLICATION FORM FOR AVAILING MESS FACILITY

Paste your  
latest  
Photograph

Mail id- [mess@sgtedu.org](mailto:mess@sgtedu.org) | Contact no. – 9319080352 | Extension. No. – 3130

### PERSONAL DETAILS

EMPLOYEE'S NAME			
EMPLOYEE'S ID			
EMPLOYEE'S ERP ID			
DESIGNATION			
DEPARTMENT			
Teaching Staff <input type="checkbox"/>	Non-Teaching Staff <input type="checkbox"/>		
PHONE NUMBER			
MAIL ID (OFFICIAL)			
<b>FOR OFFICE USE (MESS)</b>			
Annapurna Hall 1 <input type="checkbox"/>	Annapurna Hall 2 <input type="checkbox"/>		
DATE OF AVAILING FACILITY			
MEAL TYPE	Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Dinner <input type="checkbox"/>
MONTHLY CHARGES			

(Signature of the Applicant)  
Department)  
Date: - \_\_\_/\_\_\_/\_\_\_

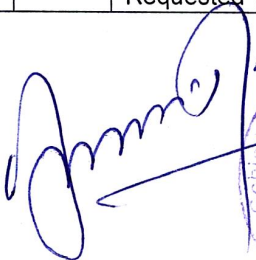

(Signature of Mess

Verified by HR (name) \_\_\_\_\_  
Department)  
Date: - \_\_\_/\_\_\_/\_\_\_  
Annexure -II

(Signature of HR

S.no	Request Date	Name of the Employee	Emp. Code	Teaching/Non Teaching	Desig.	Deptt.	Phone No	No of Meals Requested	Monthly deductions	Amount entered in Saral	Mess start date	Dis on Re
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(In Excel Sheet)





# SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY, BUDHERA, GURUGRAM

## ACCOMMODATION POLICY

### 1. Objective:

In order to provide hassle-free stay and comfort of the employees' University will provide accommodation within the campus or outside the campus. The accommodation will be provided on request and subject to availability. The accommodation cannot be claimed as a right by any of the employees.

### 2. Types of Accommodation:

The following types of accommodations are available within or outside the campus:

- 3BHK
- 2BHK
- 1BHK
- Single Room (sharing/individual)
- Dormitory

### 3. Process of Allotment:

- A written request for accommodation shall be made by the employee to the HR Department and the same shall be forwarded to the Accommodation Allotment Committee for consideration and its recommendation for allotment of the accommodation.
- On the allotment of the accommodation, the employees must furnish a copy of the agreement as prescribed by the University which enlists the items/articles available in the allotted accommodation. The recovery for damage to the assets available in the accommodation will be the sole responsibility of the employee(s).
- Every allotted accommodation is charged with nominal maintenance charges, as decided by the University from time to time. Besides fixed assets, all other maintenance and replacements shall be charged as per actuals.
- The requests for maintenance in the allotted accommodation needs prior approval of the In-charge Accommodation and the cost for the same will be borne



- by the occupants of the accommodation. However, major works like whitewash etc. shall be allowed with the approval of the office of the Registrar.
- (e) No employee(s) will be permitted to change the allotted accommodation without prior approval from the Accommodation Allotment Committee. Violation of these instructions will attract disciplinary action against the defaulter as per the University rules.

#### 4. Guidelines:

- (a) In case of single occupancy, residents must declare the names and details of the members who would be staying in the accommodation for records of the University.
- (b) Occupants are required to go through the rules and regulations attached with this policy document and ensure to comply strictly during their stay at university accommodation.
- (c) Without prior approval of the Registrar (through the concerned Reporting Officer), the resident employee will neither share the residential accommodation nor share the address of the accommodation with any outside agency. In either case, the University will not be responsible for any litigation or obligation arising from the same.
- (d) Electricity charges will be applicable as per the usage and occupancy.
- (e) The employee concerned must ensure that only he/she (with family/or alone) will stay in the accommodation and he/she will neither sub-let nor allow any other, instead of him/her, to stay in the accommodation.

#### 5. Process of Vacating:

- (a) On vacating the accommodation, the occupant shall inform the Accommodation In-charge well in advance. In case of resignations, the accommodation must be vacated at the time of the no dues process.
- (b) On vacating the accommodation, the resident must ensure that bills of all services availed by him/her are duly paid for speedy settlement of the account. Submission of 'No Dues Certificate' on the prescribed form is essential.

#### 6. Entitlement and Type of Accommodation

In allocating accommodation, final allocation will be based on availability and will be determined at the discretion of the Accommodation Allotment Committee as per the table below:

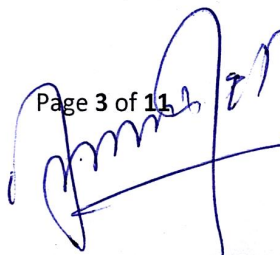
Sr. No.	Accommodation Size	Occupancy Type	Eligibility (Non-Teaching)	Eligibility (Teaching)
1	3 BHK	Single Occupancy		Vice Chancellor, Pro Vice Chancellor,
2	2 BHK	Single Occupancy	Registrar, CFAO, COE, Chief Librarian, GM, Director	Dean, Professor/ HOD, Medical Superintendent
3	1 BHK	Single Occupancy	DGM, AGM, Assistant Registrar, Nursing Superintendent, Hospital Administrator,	Associate Professor/ Reader, Deputy Medical Superintendent



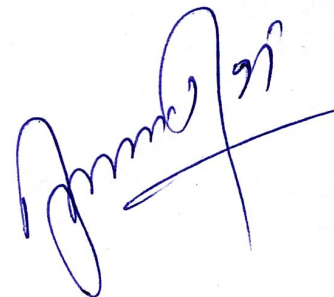
			Deputy COE, Deputy Registrar, Additional COE	
4	Single Room	Single Occupancy	Wardens (in the hostel premises)	Assistant Professor (Medical) , Senior Residents (Medical)
5	Single Room	Double Sharing	Head of the department (Sr. Manager/ Manager)	Assistant Professor (Non-Medical), Junior Residents (Medical)/ Tutor
6	Single Room	Triple Sharing	Assistant Manager, Deputy Manager	Not Applicable
7	Single Room	4 to 6 Sharing	EA, Executives, Sr. Executives, Technicians, Office Assistants, Staff Nurses, Junior Administrative Staff, pantry boy, Attendants	Not Applicable
8	Dormitory	7 to 20 members sharing	Security, Guards, Drivers, Attendants	Not Applicable

**7. Details of articles/furniture items provided in the accommodation**

3BHK		2BHK		1BHK		Single Room/Sharing		Dormitory	
Double bed with side table	2	Double bed with side table	2	Double bed with side table	1	Double bed	1	Single bed	1
Mattress	2 set	Mattress	2 set	Mattress	1 set	Mattress	1 set	Mattress	1
Almirah	3	Almirah	2	Almirah	1	Almirah	1	Almirah	
Dressing Mirror	1	Dressing Mirror	1	Dressing Mirror	1	----		----	
Dining table with chair (4 Seater)	1+4	Dining table with chair (4 Seater)	1+4	----		----		----	
AC	3	AC	2	----		----		----	
TV with table	1	TV with table	1	----		----		----	




Sofa set (5 seater) with centre table	1	Sofa set (4 seater) with centre table	1	----		----		----	
Study table with chair	1	Study table with chair	1	Study table with chair	1	Study table with chair (Only teaching)	1	----	
Wall Clock	1	Wall Clock	1	Wall clock	1	----		----	
Refrigerator	1	Refrigerator	1	----		----		----	
Kitchen rack	1	Kitchen rack	1	Kitchen rack	1	----		----	
Crockery stand	1	Crockery stand	1	----		----		----	
Curtain rode with curtains		Curtain rode with curtains		Curtain rode with curtains		Curtain rode		----	
Geyser	2	Geyser	2	Geyser	1	----		----	
Standard accessories (Bathroom, kitchen, etc.)		Standard accessories (Bathroom, kitchen, etc.)		Standard accessories (Bathroom, kitchen, etc.)		----		----	





**APPLICATION FORM FOR AVAILING ACCOMODATION FACILITY**

Paste your  
latest  
Photograph

Mail id- [accommodation@sgtuniversity.org](mailto:accommodation@sgtuniversity.org) | Contact no. – 8527794508 | Extension. No. - 3162

**PERSONAL DETAILS**

EMPLOYEE NAME			
EMPLOYEE ID			
EMPLOYEE ERP ID			
DESIGNATION			
DEPARTMENT			
Teaching Staff <input type="checkbox"/>			Non-Teaching Staff <input type="checkbox"/>
PHONE NUMBER			
MAIL ID (OFFICIAL)			
<b>FOR OFFICE USE (ACCOMMODATION)</b>			
NAME OF BLOCK		ROOM NUMBER	
ACCOMODATION TYPE			
DATE OF ALLOTING FACILITY			

(Signature of the Applicant)

Date: - \_\_\_/\_\_\_/\_\_\_

(Signature of Accommodation Department)

Verified by HR (name) \_\_\_\_\_

Date: - \_\_\_/\_\_\_/\_\_\_

(Signature of HR Department)



### ARTICLES CHECK LIST FOR 3 & 2 BHK

Name of the Allottee: \_\_\_\_\_ Emp ID: \_\_\_\_\_  
 Department: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Mobile no: \_\_\_\_\_ Mail ID: \_\_\_\_\_  
 Name of The Block: \_\_\_\_\_ Room no: \_\_\_\_\_  
 Date of allotment: \_\_\_\_\_

Accommodation Type: 2BHK ( ) 3BHK ( )

The below mentioned items/articles have been provided in the accommodation at the time of allotment (please tick '✓' wherever applicable):

Article	Provided (✓ or X)	Remarks
Double bed with side table		
Mattress		
Almirah		
Dressing Mirror		
Dining table with chair (4 Seater)		
AC		
TV with table		
Sofa set (5 seater) with centre table		
Study table with chair		
Wall Clock		
Refrigerator		
Kitchen rack		
Crockery stand		
Curtain rode with curtains		
Geyser		
Standard accessories – Bathroom		
Standard accessories		
Fan		
Light		
Door Bell		
Any other items:		

I have read and understood the terms and conditions for the allocation of the accommodation and hereby agree that any expenses towards the damage/ repair/ replacement to the property or the articles or items provided would be borne by me.

Allottee:

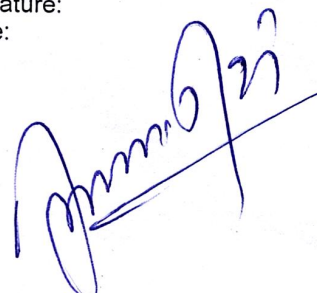
Issued by:

Signature:

Signature:

Date:

Date:





**ARTICLES CHECK LIST 1BHK**

Name of the Allottee: \_\_\_\_\_ Emp ID: \_\_\_\_\_  
 Department: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Mobile no: \_\_\_\_\_ Mail ID: \_\_\_\_\_  
 Name of The Block: \_\_\_\_\_ Room no: \_\_\_\_\_  
 Date of allotment: \_\_\_\_\_  
 Accommodation Type: 1 BHK

The below mentioned items/articles have been provided in the accommodation at the time of allotment (please tick '✓' wherever applicable):

Article	Provided (✓ or X)	Remarks
Double bed with side table		
Mattress		
Almirah		
Dressing Mirror		
Study table with chair		
Wall clock		
Kitchen rack		
Curtain rode with curtains		
Geyser		
Standard accessories – Bathroom		
Standard accessories		
Fan		
Light		
Any other Items:		

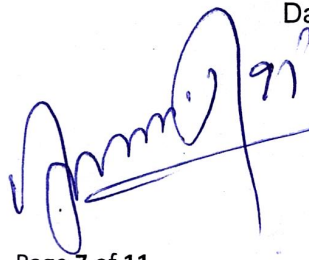
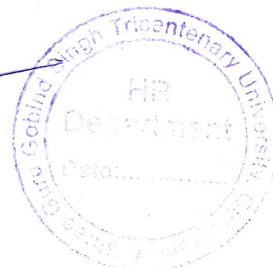
I have read and understood the terms and conditions for the allocation of the accommodation and hereby agree that any expenses towards the damage/ repair/ replacement to the property or the articles or items provided would be borne by me.

Allottee:

Signature:  
Date:

Issued by:

Signature:  
Date:

**ARTICLES CHECK LIST SINGLE ROOM**

Name of the Allottee: \_\_\_\_\_ Emp ID: \_\_\_\_\_  
Department: \_\_\_\_\_ Designation: \_\_\_\_\_  
Mobile no: \_\_\_\_\_ Mail ID: \_\_\_\_\_  
Name of The Block: \_\_\_\_\_ Room no: \_\_\_\_\_  
Date of allotment: \_\_\_\_\_

Accommodation Type: Single room

The below mentioned items/articles have been provided in the accommodation at the time of allotment (please tick '✓' wherever applicable):

Article	Provided (✓ or X)	Remarks
Double bed		
Mattress		
Almirah		
Study table with chair (Only teaching)		
Curtain rode		
Any other Items -		

I have read and understood the terms and conditions for the allocation of the accommodation and hereby agree that any expenses towards the damage/ repair/ replacement to the property or the articles or items provided would be borne by me.

Allottee:

Issued by:

Signature:  
Date:

Signature:  
Date:





**ARTICLES CHECK LIST DORMITORY**

Name of the Allottee: \_\_\_\_\_ Emp ID: \_\_\_\_\_  
 Department: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Mobile no: \_\_\_\_\_ Mail ID: \_\_\_\_\_  
 Name of The Block: \_\_\_\_\_ Room no: \_\_\_\_\_  
 Date of allotment: \_\_\_\_\_

Accommodation Type: DORMITORY

The below mentioned items/articles have been provided in the accommodation at the time of allotment (please tick '✓' wherever applicable):

Article	Provided (✓ or X)	Remarks
Single bed		
Mattress		
Almirah		
Any other Items:		

I have read and understood the terms and conditions for the allocation of the accommodation and hereby agree that any expenses towards the damage/ repair/ replacement to the property or the articles or items provided would be borne by me.

Allottee:

Issued by:

Signature:  
Date:

Signature:  
Date:

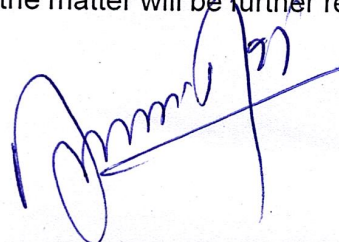
  


### ***Save Water, Save Life...Every Drop Counts***

Listed below is a list of Do's and Don'ts for the residents to follow strictly. Any deviation would be taken up as a disciplinary issue.

#### **Do's and Don'ts**

1. Residents shall keep the residential premises clean and ensure that garbage or other waste products are not thrown in the residential premises, stairway, corridors, etc.
2. ACs should be installed only at the windows, no extra drilling is allowed. The cost of such installations should be borne by the residents. Ensure that the water drained from the split AC does not spoil the building walls and also does not cause inconvenience to the people staying down stairs.
3. Residents must ensure that they switch off all fittings and equipment's like fan, light, taps, etc. while leaving their residential premises.
4. Make a slip with proper description if you are allowing any servant/vendor to take out any item including your daily ironing cloths.
5. Shall ensure police verification of the servant, before they start working in the flat.
6. Shall ensure that the servant/vendor deposit the gutka/bidi/cigarette/paan at the guard room before entering the residential premises for work.
7. Shall maintain a speed limit of 10 km/hr inside the residential premises and ensure to have "Parking Stickers".
8. Shall ensure visitors park the vehicle outside the premises, and don't insist the security guards for any exception.
9. Inform the security guard if any visitor is expected to stay overnight so that his vehicle can be parked properly.
10. Residents must show their employee Identity Card if so required by any officer of the University at any point of time.
11. If any resident(s) is suffering from a communicable disease or any other disease which requires constant medical attention, he/she shall vacate the resident unconditionally and immediately on knowing the disease/ailment..
12. Ensure that the flat or any part thereof is not used for any purpose from which a nuisance can arise to other residents or for any illegal/commercial or immoral purpose.
13. Don't play Radios/TVs and other musical instruments at high volumes. The music for the purpose of function can only be played with prior permission of the Registrar and allowed till 10pm only.
14. Don't keep birds, dog, cat or other animal which is a source of disturbance to others or risk to other residents of the building and/or their visitors.
15. Don't put plants on the windows, balcony parapet as it can create risk/problems for people staying downstairs.
16. Don't pluck flowers from the garden area.
17. Cooking is not permitted wherever the kitchen is not available.
18. Possession of arms and ammunition is prohibited in the campus
19. Consumption of drugs/alcoholic drinks/tobacco in any form/any other intoxicant or possession of any kind of ammunition/weapon of assault/fire-arm is strictly prohibited in the accommodation and on University campus. Those, who are found to be involved in such activities, will be expelled from the premises and the matter will be further reported to the District administration/police.





20. Residents are advised not to keep valuables with them in their accommodation. Such items, if any, should be locked in their respective cupboards or any other safe place for safekeeping. The university shall bear no responsibility for the loss of such personal belongings.
21. Occupants come from diverse backgrounds are advised to live at campus accommodation with peace and harmony and respect for other, neighbours. Any incident of misbehaviour, the quarrel between occupants or with outsiders will be taken seriously by the university and may lead to strict action against the concerned person as per rules and regulations.
22. The resident will not leave the accommodation vacant for more than two weeks.
23. The University reserves the right to check any accommodation whenever required.
24. The resident rules are subject to change from time to time with the approval of the competent authority.

Name & Employee Code of the Employee: \_\_\_\_\_  
Department & Designation: \_\_\_\_\_  
Room Number & Name of the Building/Block: \_\_\_\_\_  
Whether single/sharing (Dormitory/four/triple/double, etc.) accommodation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

