

Jaipuria Institute of Management, Indore

Residential Housing Policy

1. Type of flats available -

Type I – 2BHK

Type II – 1 BHK

2. All types of campus flats are allotted to employees as per the seniority list and allotment will be in order of seniority determined by the date of joining of the employee. A flat may be allotted for a stipulated period based on seniority (that is, time spent in the service of JIMI as an employee) that exists on the date it becomes available.
3. Out of turn allotment may be made in exceptional situations if, in the opinion of the Director, institutional requirements so demand.
4. If a person does not accept the offer of a flat made to him, his name will be shifted to the bottom of the waiting list. In case an Institutional commitment has been made, it will have the priority over seniority in the waiting list.
5. The office concerned, which is allotting the campus flats, shall monitor the availability of flats periodically and inform the employees concerned accordingly.
6. Employees will have to do necessary flat allotment formalities.
7. If an allottee dies, the allotment shall be cancelled from the date of death, provided the Director upon his discretion extends the period of retention of the campus flat by the family of the deceased for up to 3 months after the death of the allottee. During such occupation the rent last paid by the deceased allottee will be payable to the Institute.
8. If an allottee retires or resigns or is dismissed or removed from service, the allotment shall be cancelled from the date of retirement, resignation, dismissal or removal, provided the Director upon his discretion extends the period of retention for up to 3 months after the date of retirement, resignation, dismissal, or removal, and on such terms and conditions Director deems fit.

9. No retention beyond three months (at max) will be allowed in the case of death, termination, suspension, retirement etc. Director's decision will be the last in such cases
10. An allottee who wants to vacate the residence shall give at least thirty days' notice in writing to the Chief Administrative Officer/ Appropriate administrative authority. If he/she does not do so, he/she will be responsible for payment of rent for that period or the number of days by which the notice given by him/her falls short of 30 days.
11. The employee (allottee) shall not sublet or transfer the residence allotted to him or her, or any portion of the flat. In contravention of this rule, allotment of flat to such employee shall be cancelled immediately without any notice and disciplinary action may be initiated.
12. In deserving cases, permission may be given by the Director to a bachelor employee to share the flat allotted to him with other bachelors of same gender employed at the Institute.
13. The allottee may entertain guests in his/her flat for a period not exceeding three months. If, however, the period exceeds three months, specific approval of the Director needs to be obtained. This restriction will not apply in the case of domestic servants.
14. The liability for rent and electric charges shall commence from the date of occupation of the residence.
15. The employee to whom the flat is allotted shall be personally responsible for any damage beyond fair wear and tear caused thereto or to services provided therein during the period for which the flat is under his/her possession.
16. The employee to whom the flat has been allotted shall take the possession of the flat from the CAO office of the Institute. Likewise, at the time of vacating the flat he/she shall hand over the flat to the concerned from where the allotment is made.
17. An allottee shall not use the flat for any purpose except for residing with his/her family and shall maintain the premises and the compound, if any, attached thereto, in a clean and hygienic condition.

18. There shall be no improper use of any allotted flat. For the purpose of this rule, 'improper use' shall include the following:
- Unauthorized addition to/or alteration of any part of the flat or premises.
 - Using the flat/premises or a portion thereof for purposes other than for strictly residential purposes.
 - Unauthorized extension from electricity and water supply and other service connections or tampering therewith.
 - Using the flat or any portion in such a way as to be a nuisance to, or as to offend others living on the campus, or using the flat in such a way as to detract from the appearance of the campus.
 - No pet, cattle and poultry shall be kept in the flat or in the compound of the flat.
 - Maid/housekeeping/servant has to be arranged and paid by the allottee.
 - General maintenance of flats will be arranged by the Institute, However, additional electric points, installation of extra fixtures, damage repair or any other extra work expenses will be borne by the allottee.
 - Vehicles has to be parked only at the designated parking of the Institute.
 - No inflammable materials except cooking gas should be stored in the flats
 - Any improper use of a flat could lead to a cancellation of the allotment.
 - In case the residents use the flat for any commercial activity, the allotment will be cancelled and possession of the flat will be taken over by the Institute forthwith and disciplinary action may be initiated.
19. The allottee shall allow the maintenance staff of the Institute or the workers of authorized contractors to have access to the flat at all reasonable hours to inspect the building, the water supply, sanitary or electricity installation, fixtures, and furniture and to carry out such normal repairs thereto as the

maintenance staff may consider necessary for the proper maintenance of the flat.

20. The allottee should see that no water is wasted by leakage in the water supply fittings or by careless or extravagant use by the occupants, and shall forthwith report to the maintenance staff any damage to or defect in the building, fixtures and fittings, electrical installations or fencing and gates for necessary action.
21. Any incidence of infectious disease in the flat must immediately be reported to the Chief Administrative Officer and all precautions must be taken to prevent the spread of the infection.
22. The allottee will be responsible for all residents of the flat including servants abiding by these rules.
23. The flat rent will be deducted from the salary of the occupant each month (As per Institute's Policy- Attached as annexure 1)
24. Electricity charges will be applicable as per the policy of the Institute (Attached as Annexure-2)
25. On any question of interpretation of these rules, the Director's decision will be final.

Management reserves the right to revise/change the policy without any prior intimation

