

SNU Campus Housing Policy

Policy #HR413 Campus Housing Policy V1.1

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Table of Contents

HEADING	PAGE
OBJECTIVE	4
SCOPE	4
CLASSIFICATION OF RESIDENCE AND ENTITLEMENT	5
COMMITTEES AND ESTATE OFFICE	6
CAMPUS HOUSING COMMITTEE (CHC)	6
ALLOTMENT	7
RETENTION OF RESIDENCE	9
ADMINISTRATIVE, COMMON AREA MAINTENANCE AND OTHER CHARGES	9
CAMPUS HOUSING WELFARE COMMITTEE (CHWC)	10
VACATION OF APARTMENT	11
FURNITURE AND APPLIANCES SUPPLIED BY SNU	11
CAMPUS HOUSING ALLOWANCE	12
RULES AND REGULATION	12
PERQUISTE TAXES	12
GENERAL RULES	13
PET RULES	12
VEHICLE PARKING	15
SAFETY	15
VISITORS	15
DOMESTIC HELPER AND DRIVER	16
BREACH OF RULES	16
EXCEPTIONS, AMENDEMENTS TO THE CAMPUS HOUSING POLICY	16
ANNEXURES	17 - 20

Policy Details

1. OBJECTIVE

Shiv Nadar University is a multidisciplinary, research-focused and student-centric university, with the goal to be among the leading institutions of higher learning in the world. The University's mission is to develop and educate the leaders of tomorrow; to support research, scholarly and creative endeavors that contribute to the creation of new knowledge; and to create research and teaching programs that tackle the most pressing problems of India and the global community.

The objective of this policy is to define the guidelines and criteria of allotment, retention and vacation of residential accommodation to faculty of Shiv Nadar University (SNU). The goal is to provide living accommodation to faculty member within the campus establishing better work life balance, and leading a harmonious life.

2. SCOPE

The policy covers all the faculty members (full time & contractual with a contract period of more than one year) of the University. Some of the apartments & towers shall be used as hostel for students, therefore SNU Hostel Policy shall be applicable on those apartments & towers.

This policy is also applicable to all the HOD's of the Support Staff & other members whose services are required under the emergency categories at a position of AGM & above.

This policy supersedes all the other previous communication released with respect to Campus Housing.

3. CLASSIFICATION OF RESIDENCE AND ENTITLEMENT

SNU has different types of residential accommodation and classification. Entitlements are listed as below:

Faculty Entitlements:

Accommodation Type	Apartment Details	Entitlement
Type 1 – 2BHK Store	Living Room, Two Bedrooms, Kitchen, Store, Two Toilets, Two Balconies, One service Balcony, one covered car park under the podium	Assistant Professor
Type 2 – 2BHK Study	Living Room, Two Bedrooms, Kitchen, Study, Two Toilets, Two Balconies, One service Balcony, one covered car park under the podium	Associate Professor
Type 3 – 3BHK Study	Living Room, Three Bedrooms, Kitchen, Study, Two Toilets, Two Balconies, One service Balcony, one covered car park under the podium	Professor
Type 4 and 5	Independent Villas	Director, President, Vice Chancellor

Support Staff Entitlement

Accommodation Type	Apartment Details	Entitlement
Type 1 – 2BHK Store	Living Room, Two Bedrooms, Kitchen, Store, Two Toilets, Two Balconies, One service Balcony, one covered car park under the podium	AGM and above
Type 2 – 2BHK Study	Living Room, Two Bedrooms, Kitchen, Study, Two Toilets, Two Balconies, One service Balcony, one covered car park under the podium	DGM and above
Type 3 – 3BHK Study	Living Room, Three Bedrooms, Kitchen, Study, Two Toilets, Two Balconies, One service Balcony, one covered car park under the podium	GM and above

4. COMMITTEES AND ESTATE OFFICE:

CAMPUS HOUSING COMMITTEE (CHC)	CAMPUS HOUSING ESTATE OFFICE (CHEO)	CAMPUS HOUSING WELFARE COMMITTEE (CHWC)
<ul style="list-style-type: none"> • Campus Housing Policy related matters • Any other observations / concern / areas of improvements. 	<ul style="list-style-type: none"> • Allotment & Cancellation of units • Repair and maintenance • Upkeep of the entire CH like common area, landscape, Children Park, club house etc. • Maintain and update records of all assets issued to residents • Compliance of all domestic helpers like driver, house cleaners, nanny etc. • Handle all vendors providing services to CH residents • Optimum utilization of all resources like electricity, water, security guards etc. • Update Notice Board with all important announcement • Ensure AMC is executed on a timely basis for all the assets, including the assets issued to the residents. • Exit – Inspection, Observations & give the required clearances. • Plan, Liaison & execute end to end with the Procurement Department for procuring Furniture & Appliances and other requirements. 	<ul style="list-style-type: none"> • Acts as a communication SPOC with all the residents and keep them informed of various events and activities • Organise social and cultural events on a monthly basis • Ensure active participation from most of the residents • Act as a liaison between the residents, CHEO and CHC to share any concern • Conduct monthly meetings with the residents • Maintain all financial expenses and records

5. CAMPUS HOUSING COMMITTEE (CHC)

5.1. A Campus Housing Committee (CHC) is formed with the below listed members.

5.2. Composition of the Committee is as below:

Sl. No.	Members	Names
1	The Chairperson	Anand Sharma
2	Secretary Member	Tarit Ray
3	Member (Estate Office Representative)	Sudeep Khanna
4	Member (HR Representative)	Ashish Mittal
5	Member (Faculty)	Dr. Siddharth Mallavarapu

Sl. No.	Members	Names
5	Member (Faculty)	Dr. Ashokankur Datta
7	Member (Faculty)	Dr. J Venkataramani
8	Member (Faculty)	Dr. Sandeep Kumar Gupta

5.3. The term of the Committee will be for one year and may be extended further by the SNU management. Within the tenure of CHC, in case of dissociation of any CHC member, SNU management will reserve the right to replace the member by another member.

5.4. Members should send their concerns / complaints to CHC@snu.edu.in .

Scope:

- Review & implement best processes with respect to the Campus Housing Policy.
- Monitor the prescribed rules and regulation of Campus Housing.
- Any concerns / complaints regarding the Campus Housing, CHC will investigate and take the necessary action.
- Get the nominations for forming CHWC as and when due and announce the name of elected members.
- Maintain records of the functioning of the CHC.

6. ALLOTMENT

6.1. Allotment of CH accommodation shall not be treated as a matter of right.

6.2. Allotment of Housing on Campus is a privilege and can be withdrawn if the Allotting authority so deems fit.

6.3. An eligible member may apply any time for allotment of residential accommodation in the prescribed form (*Annexure I*) and share with HR who in turn will send it to the Campus Housing Estate Office (CHEO).

6.4. Estate Manager of CHEO shall check the availability of units and shall share the list of available units with the member. On mutually agreed date and time, Estate Manager shall show the flats to the member to choose the unit number.

6.5. Member has to inform the unit number to the Estate Manager within two to three working days.

6.6. Once the Unit number is finalised, Estate Manager shall have to seek an approval from the Chair Person of CHC, prepare the allotment letter (*Annexure III*) within two working days and release the same to the member.

6.7. Acceptance copy of the allotment letter shall be shared by the Estate Manager to HR department along with the details of all the assets issued to the member within two days of possession of the unit.

6.8. Member shall collect the allotment letter from Estate office.

- 6.9.** The member will sign the possession letter and acknowledge the list of assets allotted.
- 6.10.** Estate Manager shall share the details of assets (furniture and appliances) along with value of the assets (bill value) with HR by 10th of every month (if there is any addition / return) for perquisite value.
- 6.11.** Accommodation shall be allotted subject to availability of units as per the individual's entitlement.
- 6.12.** If the unit is not available, application shall be kept on hold until availability, in the form of waiting list on a first come first serve basis.
- 6.13.** A member may submit fresh application as per the entitlement after promotion. The unit will be allotted subject to availability.
- 6.14.** When a member accepts or refuses the accommodation their name shall be deleted from the waiting list.
- 6.15.** In case of a member refuses to take the possession of allotted unit or get the allotted unit cancelled, member shall be barred to apply for a fresh application for next six months.
- 6.16.** In case both husband and wife work with SNU, only one of them can apply for the University accommodation. In such a situation, the entitlement of the person who is applying would be applicable.
- 6.17.** In case, where two members in occupation of separate residences allotment under these rules marry each other, they shall surrender one of the residences within 60 days of the marriage. If they fail to do so, the allotment of the residence of lower type, shall be deemed to have been cancelled on the expiry of such period and if the residences are of the same type the allotment of such one of them as may be decided by the authority shall be deemed to have been cancelled on the expiry of such period.
- 6.18.** Member will be allotted accommodation as per the entitlements. However the member can opt to down grade the type of accommodation subject to availability. In future member shall not be allowed to upgrade, unless it's a promotion case. Under no circumstances a member may upgrade the accommodation even if it's available.
- 6.19.** Once accommodation is allotted, accommodation cannot be exchanged with accommodation of another member and such request shall not be allowed.

7. RETENTION OF RESIDENCE

7.1. Retention of residence may be permitted in the following cases:

Sl. No.	Scenario	Maximum Duration Permitted & Charges
1	In case of resignation of members	Fifteen (15) calendar days from last working date with the prevailing charges
2	In case of retirement of members	Thirty (30) calendar days from last working date with the prevailing charges
3	Expiry of contract (for contract member's)	Fifteen (15) calendar days from last working date with the prevailing charges
4	In case of death of a member (allottee), the dependents who were residing with the deceased member will be allowed retention of accommodation.	Up to sixty (60) calendar days without any charges.

8. ADMINISTRATIVE, COMMON AREA MAINTENANCE (CAM) AND OTHER CHARGES (*as on 31st March, 2019*)

8.1. The prevailing monthly Administrative Costs including CAM for unfurnished apartments are as follows & are subject to change:

Accommodation Type	Monthly Administrative Costs
Type 1 – 2BHK + Store	₹ 10,092
Type 2 – 2BHK + Study	₹ 12,470
Type 3 – 3BHK + Study	₹ 17,056
Type 4 and 5	TBD

8.2. The members are required to pay for electricity and water consumed on actuals. Every apartment is provided with power connection from the Grid and a Backup from the University Generator. The Grid rates are industrial rates. SNU is applying for a Bulk Domestic connection. Until Bulk Domestic connection comes, the following rates will be charged. Once we get the Domestic connections, the electricity rates will be revised.

Item	Monthly Consumption	Rate per Unit
Electricity	1 to 500 Units	₹ 6.5 /Unit
	Above 500 Units	<ul style="list-style-type: none"> • ₹ 6.5 /Unit for first 500 Units • ₹ 10 /Unit for units in excess of 500 Units (on actual rate)
Water	NA	NIL

The units are for a billing cycle and cannot be accumulated and transferred to the next billing cycle.

There is a fixed electricity backup charge at ₹500 per month. This charge has been included in monthly administrative cost mentioned in clause 8.1 of the respective apartment.

8.3. The charges for other services provided in the apartment are as follows:

Item	Monthly Charges
Broad Band	Currently provided from University Network at no charge, as in VH and SNU IT policies are applicable.
Telephone Extension	SNU telephone extension is provided free of cost.

9. CAMPUS HOUSING WELFARE COMMITTEE (CHWC)

9.1. A Campus Housing Welfare Committee (CHWC) shall be established by involving members / members spouse to focus on establishing an active, vibrant and an inclusive ecosystem for all the campus housing residents.

9.2. The chairperson of the CHC shall be responsible to conduct the voting to form the CHWC.

9.3. The members who are not SNU employees and residing in SNU Campus Housing shall not have the voting rights and hence cannot be part of the CHWC.

9.4. Composition of CHWC: TO BE ELECTED

Sl. No.	Members	Names
1	Chairperson	
2	Secretary	
3	Treasurer	
4	Member 1	
5	Member 2	
6	Member 3	
7	Member 4	

9.5. The term of the CHWC will be for a period of two years and shall be re-elected after end of the term.

- 9.6. An annual budget to be allocated to CHWC to organize various events and activities.
- 9.7. The Chairperson of the CHWC shall oversee and is also responsible for the budget and expense of the CHWC.

9.8. Scope

- 9.8.1. Acts as a communication SPOC with all the residents and keep them informed of various events and activities
- 9.8.2. Plan and execute social and cultural events on monthly basis, throughout the year for all the Residents.
- 9.8.3. Ensure active participation from most of the residents.
- 9.8.4. Conduct meetings with residents, minimum once in a month and records of the minutes of meeting.
- 9.8.5. Connect with residents and collect the feedback on how to make campus housing more living and vibrant. Relevant ideas can be taken ahead.
- 9.8.6. All the expenses should be approved by Chairperson of the CHWC in advance.
- 9.8.7. Maintain monthly records of expenses made by CHWC and submit the details along with bills and approval to the Finance department.

10. VACATION OF APARTMENT

- 10.1. Vacation of an apartment could be due to resignation or vacating due to any other reason.
- 10.2. While vacating the allotted apartment, the member should return the apartment in the same condition as received during the time of allotment.
- 10.3. A member wishing to vacate the accommodation, has to give at least fifteen (15) calendar days' notice to HR and Estate Manager in writing.
- 10.4. Estate Manager shall inspect & document the details of the apartment with respect to inventory (issued during possession), overall condition & damages if any and shall submit a report to the member while marking a copy to Finance & HR. The member has to get all the repairs & damages (if any) fixed on their own. In case the member does not fix the same, Estate Manager shall calculate & share the exact amount to be debited with HR. HR will recover the amount from the full & final settlement or from the monthly salary whichever is earlier.
- 10.5. Estate Manager shall mail the copy of "Campus Housing No Dues Clearance Form" (*annexure IV*) to HR within two working days from the date the member has vacated the unit.

11. FURNITURE & APPLIANCES SUPPLIED BY SNU

- 11.1. Furniture and Appliance which are provided in each apartment are attached along with the annexure (*Annexure II*).

- 11.2.** All furniture and appliances supplied by SNU is the sole property of the University.
- 11.3.** In case of anyone who does not want to take furniture and appliances from SNU and wishes to bring own furniture and appliances, SNU provided assets shall be removed from the unit (*except AC, Chimney, Geyser and R.O.*) and shall not be provided in future.
- 11.4.** As furniture and appliances are being extended at the time joining only, hence, any future request shall not be allowed.
- 11.5.** The furniture and fixtures offered in the apartments is in “as is” condition and will not be changed unless in case of major repair involved.
- 11.6.** The member is responsible for maintaining & upkeep of all the furniture and appliances in good condition.
- 11.7.** In case of any damages / missing items, the cost will have to be borne by the member.

12. CAMPUS HOUSING ALLOWANCE

Full time (onroll) faculty members staying in the University campus housing shall also be entitled to receive a monthly taxable allowance namely, “Campus Housing Allowance (CHA)”, amount of which will be depended on the band of the member. This allowance is payable only for the duration member staying in the campus housing. The prevailing rates of allowance are as below and are subject to change:

Band (Title)	Accommodation Type	CHA (p.m.)
FA (Assistant Professor)	2BHK + Store	7,000
FB (Associate Professor)	2BHK + Study	10,000
FC (Professor)	3BHK + Study	12,000

Note: For staff members who have been extended the campus housing, they shall also be paid CHA based on the accommodation type.

13. RULES AND REGULATIONS

13.1. PERQUISTE TAXES

Member has to bear the perquisite tax on housing and assets (furniture and appliances) as per the prevailing income tax law and rules.

Currently the prevailing income tax rules are as follows:

Housing

- Perquisite value of housing: 7.5% of Gross Taxable Salary
- Tax: 10% / 20% / 30% of Perquisite value of housing (as per individual tax slab)

Example:

- If one's Gross taxable salary is ₹ 15,00,000 p.a.
- Thus, the perquisite value of housing will be ₹ 1,12,500/- p.a. ($7.5\% * 15,00,000$), which will be added to gross taxable income.
- Therefore, tax on the "Perquisite Value" will be approx.: ₹ 33,750/- p.a. ($30% * 1,12,500$ considering a member who comes under 30% tax slab)

Furniture and Appliances (F&A)

For a furnished unit, perquisite value will be calculated on 10% of bill value.

- Perquisite value of F&A: 10% cost of the Furniture and Appliances.
- Tax: 10% / 20% /30% of Perquisite value (as per individual tax slab)

Example:

- If one is provided an Air Conditioner worth of ₹ 30,000/-
- Thus, the "Perquisite Value" will be ₹ 3,000/ - p.a. ($10% * 30,000$), which will be added to gross taxable income.
- Therefore, tax on the Perquisite Value will be ₹ 900/- p.a. ($30% * 3000$ considering a member who comes under 30% tax slab)

13.2. GENERAL RULES

- 13.2.1.** Member has to bear the perquisite tax on house and furniture and appliances as per Central Board of Direct Taxes.
- 13.2.2.** All residents of the apartments are expected to maintain peace, harmony and conduct themselves in a courteous and polite manner with other residents of the society.
- 13.2.3.** Members have to adhere to all the University policies including Securities rules as mandated from time to time.
- 13.2.4.** All members have to abide by the Campus Housing Policy and have to acknowledge the same at the time of receiving their allotment letter.
- 13.2.5.** In order for peace to exist, residents need to be respectful of one another. Part of being respectful involves allowing the other residents and neighbors to enjoy their homes in peace and quiet.
- 13.2.6.** SNU Campus housing is for quiet enjoyment of all residents. Residents should be respectful of their neighbors. Residents should be able to enjoy their own unit, but should not do so in a way that disturbs the quiet enjoyment of others in the building.
- 13.2.7.** The residents shall maintain their apartment in the same manner as received. Residents shall not construct and change any structure in or around the allotted accommodation.

- 13.2.8.** The residents will not tamper with the electricity installation, water supply and sanitary fittings or other fixtures in the residence provided by the University.
- 13.2.9.** No member shall acquire, have in his possession, or carry any firearm or ammunition inside the Campus Housing.
- 13.2.10.** The member will immediately report to the concerned authority about any defects in installations leading to wastage of water or leakage of electricity, etc.
- 13.2.11.** The residents shall not indulge in cutting or lopping of the trees, plucking flowers and plants from the common areas.
- 13.2.12.** The member should not keep any of their belongings in front of the main door of the unit. Example shoe-rack, shoes, slippers etc.
- 13.2.13.** The allotted apartment should be used for only residential purpose.
- 13.2.14.** Allotted apartment should be used only by the dependents of the member.
- 13.2.15.** Member is not permitted to make any repairs or alterations to the property without prior written consent of the Authority.
- 13.2.16.** The residents shall not object or obstruct the University/ contractual labor engaged by the University from performing their duties related to maintenance, security, administration, horticulture or any other work to be done in the University's interest.
- 13.2.17.** Garbage should be disposed only at the designated areas.
- 13.2.18.** Student entry is not allowed inside the housing premises.
- 13.2.19.** Resident including family members of allottee shall not be involved in any anti-social activity and any other such activities which harms / cause the peace / harmony / working of society and University. In such cases, allotment shall be cancelled with immediate effect and allottee will be asked to vacate the apartment at a short notice.

13.3. PET RULES

- 13.3.1.** The members may maintain collared dogs & any other domestic pets provided that they take extra care & responsibility so as not to cause any danger or nuisance to neighbour & other residents in any way. Owner should clean-up any droppings by the pet in any area outside of the Unit.
- 13.3.2.** Pet owners are advised to ensure their pets are healthy and clean. Adequate health care and regular vaccinations need to be ensured.
- 13.3.3.** Pets must not be left unattended on common areas or outside the apartment.
- 13.3.4.** If any pet causes damage or harm to any human being or other pet, the cost of damages, medical treatment & legal cost shall be borne by the member.
- 13.3.5.** If owner (including family members) of pet is away for a day or more, in such cases pet cannot be left in the apartment or opened in the society.

13.4. VEHICLE PARKING

- 13.4.1.** Every member will be allotted a parking slot to park their vehicles.
- 13.4.2.** The resident has to register the vehicle with SNU administration and get the parking sticker which has to be clearly displayed on the vehicle.
- 13.4.3.** If due to any reason the sticker is to be replaced, the resident will have to submit the old sticker, without which a new sticker will not be issued
- 13.4.4.** In case the car has been sold, then it shall be the resident's responsibility to remove the old parking sticker and submit to the Admin department. Even damaged old sticker is acceptable provided the sticker number is readable.
- 13.4.5.** In case of exceptional circumstances where old sticker is not available, then the resident will need to give declaration giving details as to the reasons of not returning the old sticker.
- 13.4.6.** In case of vacating the apartment due to any reason, resident has to submit the issued sticker to authority before leaving the university.
- 13.4.7.** In case a member vacates the Campus Housing apartment, member has to clear the parking slot and shall not park the car at Campus Housing parking area afterwards.
- 13.4.8.** Guest shall park their vehicles only at the parking area.
- 13.4.9.** If a particular guest is visiting a resident for a few days and requires parking the car in the campus for those days, the resident will have to give a written intimation to the security indicating the Vehicle Number & the time frame.
- 13.4.10.** All cycles have to be parked at the cycle stand only.

13.5. SAFETY

- 13.5.1.** Residents' safety and security in Campus Housing is most important to the University. Housing & Residential Life in coordination with the University, works to provide a safe and healthy living environment.
- 13.5.2.** In case of fire, please use staircase and do not use lifts.
- 13.5.3.** All staircases must be free without any obstructions material.
- 13.5.4.** No object should be kept on the balcony walls.
- 13.5.5.** While going out on a long break (more than 7 calendar days), member has to leave your contact details with the society office. This will help to contact the member in case of emergency.

13.6. VISITORS

- 13.6.1.** The member shall be responsible for the behavior of their respective visitors.
- 13.6.2.** Visitor will be allowed access to the apartment with approval of the resident.

13.6.3. For the safety reasons, the member is advised to check back from the Main Gate in case the visitor has not reached the flat.

13.7. DOMESTIC HELPER AND DRIVER

13.7.1. The member shall be responsible for the behavior of their respective domestic helper and driver.

13.7.2. All the residents shall be responsible to register the details (with SNU Admin Department) of their personal staff with the authority and obtain an entry pass for them by submitting proper government recognized identity card and address proof.

13.7.3. No child labor shall be allowed.

13.7.4. It shall be mandatory for all the residents to have the police verification done for the services of their personal maids, drivers, nanny etc. at their own cost. SNU shall assist in getting the police verification done (if needed) while the charges for the same will have to be borne by the member.

13.7.5. In case any driver, maids etc. leave their employer, it will be the responsibility of employer resident to take back the entry pass issued to them & submit back to authority.

13.7.6. In case of desertion by drivers, maids etc., it will be the responsibility of the resident to inform the authority & security in writing so as to prevent the misuse of the entry pass already issued to them.

13.7.7. At the time of vacating a unit, member has to ensure that domestic help vacates the unit and premises on the same date the member vacates CH.

14. BREACH OF RULES

In case any resident is found breaching the rules and regulations, SNU has a right to investigate the incident / case and take appropriate action.

15. EXCEPTIONS

In case of any exceptional circumstances, decision of the SNU management will be considered as final and binding in all the cases.

16. AMENDMENT TO THE CAMPUS HOUSING POLICY

HR may, at any time, modify, change, amend, exclude or include any clause from time to time.

Campus Housing Requisition Form: Annexure I

SNU Campus Housing Requisition Form					
Member Name:				Member Code:	
Designation:					
Department:					
Current Address:					
Address Line 1				Address Line 2	
Address Line 3				City	
State				Pin Code	
Marital Status:	<input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Separated			Number of Dependent Children: <input type="text" value="0"/>	
Likely date of shifting (DD/MM/YYYY) :					
Do you want LPG connection : <input type="radio"/> New LPG Connection <input type="radio"/> Transfer the Existing Connection <input type="radio"/> Not Required					
Do you want DTH connection: <input type="radio"/> Yes <input type="radio"/> No If yes, I agree to pay the monthly charges					
Spouse working with SNU : <input type="radio"/> Yes <input type="radio"/> No					
Spouse Information					
Name	Gender	Occupation	Designation		
	Select <input type="text"/>				
Please fill two emergency contact Details	Name	Relationship	Contact No.	Address	
Do you need school transport for your kids	Select <input type="text"/> If Yes, Please furnish details below :				
Child's Name	Age, M/F	School Name & Location	Class	School Opening time	School Closing Time

Signature of the Member

Date: _____




Furniture and Appliances: Annexure II

Room	Items	2BHK + Store	2BHK + Study	3BHK + Study
Living Room	Dining Table with chairs	Yes	Yes	Yes
	TV Shelf	Yes	Yes	Yes
	Sofa (3+1)	Yes	Yes	Yes (3+1+1)
	Coffee Table	Yes	Yes	Yes
	Side Table (set of 2)	Yes	Yes	Yes
	Broadband Connection	Yes	Yes	Yes
	Split AC 1.5 Ton	Yes	Yes	Yes (2 Ton)
Kitchen	Chimney	Yes	Yes	Yes
	Fridge (325 Litres)	Yes	Yes	Yes
	RO 15 Litres	Yes	Yes	Yes
	Burner	Yes	Yes	Yes
	Micro Wave	Yes	Yes	Yes
Wash Room	Geyser 25 Litres	Yes (1)	Yes (1)	Yes (2)
Master Bed Room	King Size Bed with Storage	Yes	Yes	Yes
	Mattress (Double bed)	Yes	Yes	Yes
	Study Table	Yes	Yes	Yes
	Book Shelf	Yes	Yes	Yes
	Side Table (Set of 2)	Yes	Yes	Yes
	Split AC 1.5 Ton	Yes	Yes	Yes
	Study Chair	Yes	Yes	Yes
Second Bed Room	Empty			
Third Bed Room				Empty
Study	Book Shelf			Yes
	Chairs			Yes (1+2)
	Window AC			Yes
	Study Table			Yes

Annexure III: Allotment Letter

2007



SHIV NADAR UNIVERSITY

Shiv Nadar University
Campus Housing Allotment Letter

Date: XXXXXXXX

In reference to your application for the accommodation in SNU Campus housing, you have been allotted the following unit:

Member Name	
Member Code	
Designation	
Department	

Unit Details:

Tower No.	
Floor No.	
Unit No.	
Unit Type	
Allotment Date	

Declaration by the Member:

I hereby, accept to pay all monthly administrative charges pertaining to my accommodation in SNU Campus Housing as per the policy and authorize SNU to deduct the same from my monthly payment. I have also gone through the Campus Housing Policy and agree to abide by the rules and regulations as and when notified.

Member Sign: _____ Date: _____ Place: _____

Estate Manager, CH Date: _____
(Prepared by)

Chairperson, CHC Date: _____
(Approved by)

Page 1 of 1

Annexure IV: Campus Housing No Due Clearance Form

CAMPUS HOUSING NO DUES CLEARANCE FORM

Member Name	
Member Code	
Unit Number	
Member's Last Working Date	
Date of Vacating of Unit (DD/MM/YYYY)	

To Be Filled by Campus Housing Estate Manager

Unit Inspection Date			
Unit Inspected By			
Electricity balance payment	Yes / No	If Yes, mention the amount:	
DTH related payment due	Yes / No	If Yes, mention the amount:	
CH IT Clearance	Yes / No	If No, please specify	
All Keys Returned	Yes / No		
Furniture* (Please enclose the list of furniture along with status)			
Furniture Returned	Yes / No	If No, Cost of furniture:	
Furniture Condition	Good / Damaged	If damaged, cost of repair:	If not repairable, depreciated cost of furniture :
Appliances* (Please enclose the list of appliances along with status)			
Appliances Returned	Yes / No	If No, Cost of appliance(s)	
Appliances Condition	Good / Damaged	If damaged, cost of repair:	If not repairable, depreciated cost of appliances:
Remarks:			
Name of the Estate Manager, CH:		Signature & Date :	
Member Name		Member Signature & Date:	