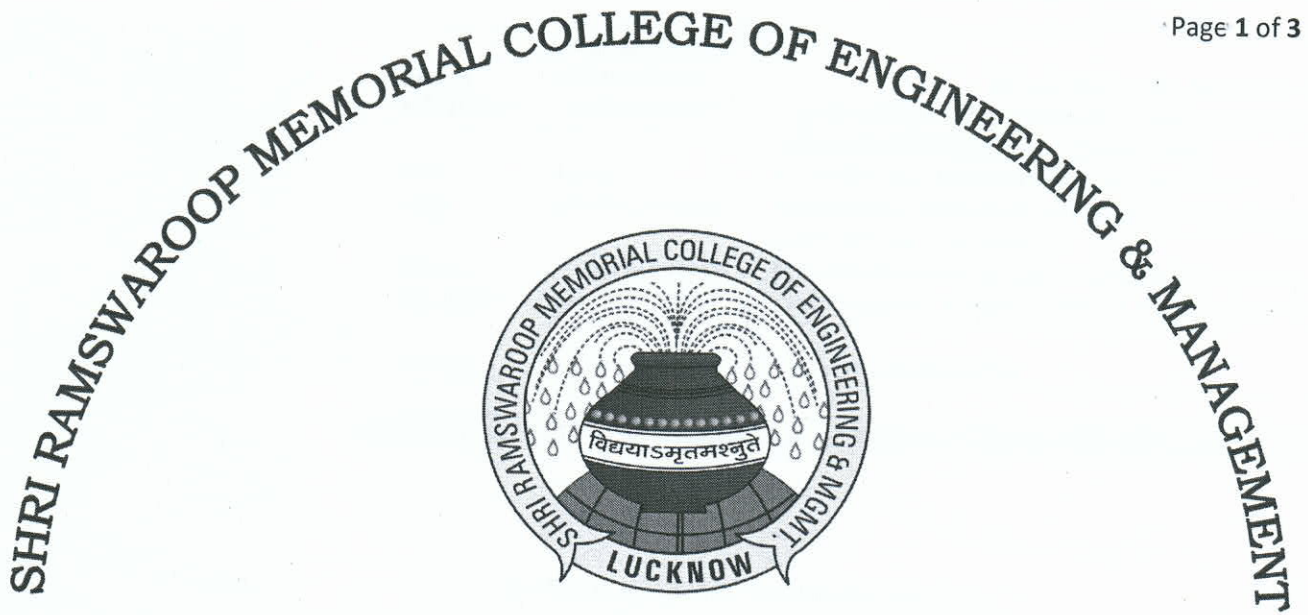




Tewariganj, Ayodhya Road,

Lucknow – 226028

POLICY FOR HOSTEL/GUEST HOUSE STAY FOR NEWLY APPOINTED FACULTY MEMBERS

SRMCEM/Hostel Stay_New Joinee/HR/2025-26/ 08

Issue No. – (1)

Date of Issue : 17th July 2025

Prepared By


Head HR

Verified By


Registrar

Approved By


Director

POLICY FOR HOSTEL/GUEST HOUSE STAY FOR NEWLY APPOINTED FACULTY MEMBERS

1. Objective:

This policy aims to provide temporary accommodation and related facilities to newly appointed faculty members and certain designated non-teaching employees of SRMCEM in the College's Hostel/Guest House during their initial period of joining to support a smooth transition and settlement.

2. Applicability:

This policy is applicable to all newly appointed **full-time faculty members** along with the following **designated non-teaching employees** joining any department of SRMCEM:

- | | |
|--------------------------|---------------------------------------|
| (a) Registrar | (b) Controller of Examination |
| (c) Finance Officer | (d) Librarian |
| (e) Director (Placement) | (f) Head (Store/Procurement/Admin/HR) |

3. Duration of Stay & Charges:

- (a) Temporary accommodation will be provided for a defined period based on the designation, starting from the date of joining. The maximum period of stay is as follows:

Designation	Maximum No. of Days	Type of Room	Fooding & Lodging
Professor/ Director (Placement) / Registrar/COE/ FO/Librarian	5 days	AC	Free
Associate Professor	3 days	AC	Free
Assistant Professor / ANO/ Head (Store/Procurement/Admin/HR)	2 days	AC	Free

- (b) In exceptional cases, extension up to **05 additional days** may be considered on a case-to-case basis with a **nominal charge**, as decided by the College from time to time, subject to availability and prior approval from the Director.
- (c) Meals and other personal expenses will be borne by the individual for additional days.
- (d) Any damage to the property during the stay shall be chargeable to the occupant.

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4. Allotment Procedure:

- (a) Eligible faculty members must submit a written request to the HR Office at least **three working days prior to their date of joining**, indicating their requirement for temporary accommodation.
- (b) The HR Office will coordinate with the **Hostel Warden/Guest House In-charge** for allotment and communicate the same to the individual.

5. Terms and Conditions:

- (a) The accommodation is strictly temporary and is intended to help new faculty members find suitable permanent housing.
- (b) No family members are allowed to stay in the Hostel/Guest House.
- (c) The faculty member must vacate the accommodation within the approved period. Failure to do so may result in **deduction of applicable charges from salary** or other disciplinary action.
- (d) The room must be vacated in clean condition and the keys handed over to the concerned authority of the Hostel/Guest House.

6. General Instructions:

- (a) Faculty members are expected to maintain decorum and abide by the rules of the Hostel/Guest House during their stay.
- (b) The College reserves the right to cancel or modify the allotment in case of non-compliance or administrative exigency.

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