



Affordable Housing:

SMU provides affordable housing to interested staff inside the campus premises. SOPs are prepared & followed for providing affordable housing to the staff of Sikkim Manipal University same is provided as **SOP for Housing**.



Staff housing at Medical Campus





SMU SIKKIM
MANIPAL
UNIVERSITY
Established under Govt. of Sikkim, Act 9 of 1993, recognized under 2(f) of the UGC Act, 1956



Staff housing at Engineering Campus

Review - SOP Quarter Allotment

1. Please refer to the draft SOP for allotment of quarters (Married & Single accommodations) dated 28 Jun 2022 and the remarks VC.
2. With reference to para (o) of the draft SOP, the following may be considered for maintaining seniority of allotment as being done in SMIT with additional points for consideration.
3. Allotment of Quarters to Key Appointments. Key appointment quarters will be allotted on joining the Institute. Allotment of quarter to an appointment if allotment of quarter has been included under terms & conditions of enrolment. Following are the key appointments: -
 - a. VC
 - b. HoIs
 - c. Registrar
 - d. Head GS
 - e. Head Finance
 - f. Head HR

Seniority of Allotment (As in practice in SMIT)

4. An allotment of Quarter is based on the following: -
 - a. Reckoned from date of joining the Institute and on availability (and not on date of application for accommodation).
 - b. Same Date of Joining
 - i. Teaching Staff
 - ii. Higher Salaried (Basic+AGP) Teaching Staff
 - iii. Date of Birth

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5. Married Couple

- a. Associate Professor/Selection Grade and above when get married will get 2BHK quarter as per anti date seniority.
- b. One year Anti Date Seniority. To married staff members from the date of marriage.
- c. When two employees occupying separate quarters get married, then one of the quarters to be vacated within one month.
- d. When both husband and wife are employed in institute, one of them will be allotted a quarter based on their seniority.

6. On Promotions

- a. Seniority of allotment of quarter based on date of promotion.

7. Loss of Seniority

- a. If an employee refuses to occupy the quarter allotted to him/her within one month of allotment he/she will lose six months seniority.

8. Allotment from 1BHK to 2BHK

- a. Married employee on promotion to Associate Professor/Selection grade on availability

9. Change of Quarter

- a. Change of accommodation may be allowed on medical grounds, if accepted to the Quartering Committee.

- b. Mutual exchange of quarters is not permitted, unless processed through Quartering Committee.
 - c. Seniority for change of quarter will be from the date of application to Quartering Committee,
10. Undertaking
- a. Non-entitled employee may be allotted a 2BHK, if vacant on undertaking to vacate within one month when notice issued for vacation.

Additional Points for Consideration

11. Additional Responsibilities. Those in occupation of accommodation in campus may have to take additional responsibilities/ duties in any emergency/ special occasions decided by SMU management.
12. Allotment of Converted Quarter into Guest Rooms. Temporary allotment may be made to a new joinee for a specific period as a special case on discretion of VC/ Dean.

SOP – QUARTER ALLOTMENT

1. Objective

To frame uniform rules/ SOP for allotment of available married and single accommodation to the entitled employees posted in Tadong Campus.

2. Scope & Coverage

This policy covers all entitled teaching/ non-teaching employees of Sikkim Manipal University and its constituent units deployed at Tadong, Sikkim.

3. List of entitled teaching & non-teaching employees

Teaching staff

- a) Dean
- b) Professors
- c) Associate Professors
- d) Assistant Professors
- e) Lecturer
- f) Senior Resident/ Tutor
- g) JR/ MO/ (MBBS non-PG)
- h) JR-PG Students (MD/ MS/ DNB)

Non-teaching staff

- a) Vice Chancellor
- b) Registrar, Deputy Registrar, Assistant Registrar & Assistant Controller of exam.
- c) Head (HR/ Projects/ General Services/ Finance/ IT), Finance Officer/ equivalent designation Finance/ Management Executives/ Engineer or equivalent rank.
- d) Nurses/ Technician/ Others

SOP – QUARTER ALLOTMENT

4. Entitlement of Occupants

Teaching Staff	Single	Family
Heads of Institution/ Professor/ equivalent designation	2 BHK	2BHK in A & B block
Associate Professor	1 BHK	2BHK in A & B block
Assistant Professors/ Lecturers/ SR/ Tutor/ equivalent designation	Double Room/ Studio Apartment	1BHK
Super Specialist (DM/ MCH)	As per availability	3BHK
JR-MBBS (Non PG)/ JR-PG (MD/MS/DNB)	1 Room	NA

Note: All the allotments are subject to availability of rooms/ flat.

Non-Teaching Staff	Single	Family
Vice Chancellor	Earmarked	3BHK
Registrar/ Controller of Exams/ Dy Director/ Dy Registrar/ Head (HR/Projects/General Services/Finance)/ Finance Officer/ equivalent designation	1 BHK	2BHK
Assistant Registrar/ Assistant Controller of exams/ equivalent designation	Studio Apartment/Single hostel room/shared accommodation	1BHK
Nurses/Technician/Other	Hostel room on shared basis	NA
Technicians/Others	As per terms of appointment	As per terms of appointment

Note: All the allotments are subject to availability of rooms/ flat (other than staff quarters).

SOP – QUARTER ALLOTMENT

5. Criteria for Allotment

- a) Teaching staff of SMIMS, those who need to attend emergency calls at CRH, shall be given preference.
- b) The faculty of other constituent colleges of SMU at Tadong campus shall be considered if there is any surplus accommodation available.
- c) The employees residing in Gangtok Municipality Corporation area* shall not be provided accommodation.
(* GMC area – Tashi view point upto Ranipool)
- d) In the case of retirement/ completion of deputation/ completion of contract from the University/ Institute, the faculty/ staff can retain the room/ quarter for a period of one month by paying the applicable charges on room/ quarter, electricity and water.
- e) In the case of resignation/ termination, the faculty/ staff can retain the room/ quarter for a period of 7 days by paying the applicable charges on room/ quarter, electricity and water.
- f) Exception allowed on further extension/ retention of room/ quarter as mentioned in point 5(d) and 5(e) shall be with the approval of Dean and Vice Chancellor.
- g) Those members of teaching staff who proceed on unsanctioned/ unauthorized leave without information for more than 30 days & without vacating their accommodation shall forfeit their claim for accommodation and the same will be vacated after following due procedures.
- h) In case of new recruitment, allotment of the quarters shall be based on entitlement and availability.

SOP – QUARTER ALLOTMENT

- i) Persons engaged on contract for a period up to one year and staff members who are on deputation shall be entitled to housing as applicable to single/ family accommodation with charges as applicable.
- j) In case where both spouses are employed and deployed at Tadong Campus, allotment of quarter shall be determined on the basis of seniority in designation/ scale of pay.
- k) If any occupant continues to be working in the institute and vacates the house on any grounds, he/ she shall not be considered for re-allotment if there are people in waiting list for allotment. If there is no person in the waiting list, his/ her request may be considered for re-allotment at the discretion of the Quartering Committee.
- l) In case of vacating the accommodation during the month, license fee will be deducted for the number of days it was occupied. Cost of damages beyond normal wear and tear if any, shall be recovered from the occupants.
- m) Rooms allotted to JR-MBBS (non-PG) shall be charged Rs-1,000/- (Rupees One Thousand) per month. This will be excluding electricity and other maintenance charges.
- n) The allotment of accommodation to the entitled teaching and non-teaching employees should be strictly as per the seniority maintained.
- o) The seniority for allotment of accommodation shall be reckoned from the date of submitting the request for accommodation by the employee. However, preference shall be given in the following order:
 - I. If there are more than one request on the same date, seniority shall be decided based on the No: of years of service in SMIMS/ SMU.
 - II. Married (Both the spouses are deployed at Tadong campus)
 - III. Married (One of the spouse is deployed at Tadong campus)

SOP – QUARTER ALLOTMENT

- p) Any kind of exception in the entitlement and allotment can only be permitted after the approval of Vice Chancellor, SMU.

6. Composition of Committee Members:

The Quartering Committee of the University shall comprise of:

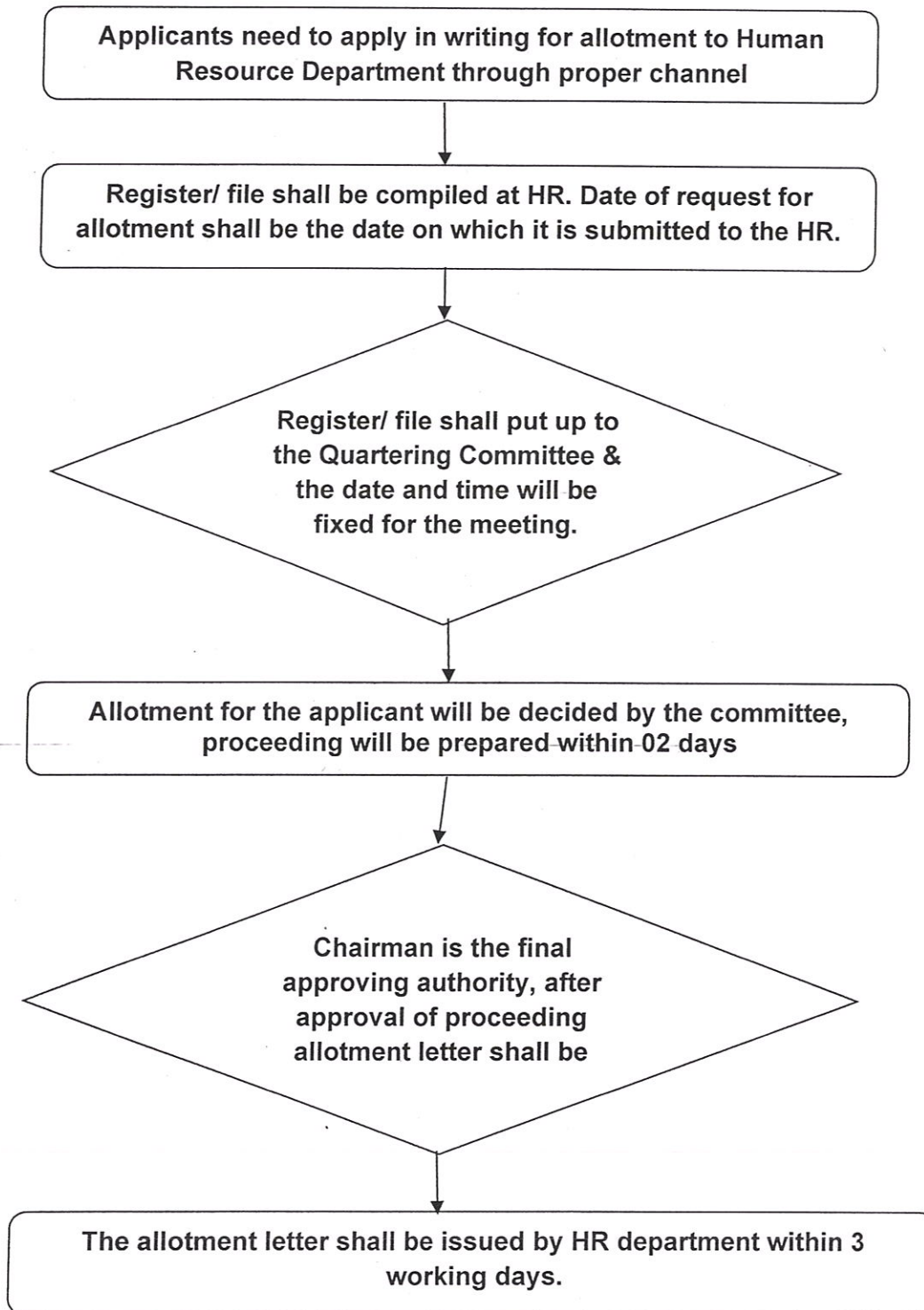
- Dean, SMIMS- Chairman
- Head HR, SMU- Member
- Head General Services, SMU- Member
- Senior Finance Officer, SMU- Member
- Representative from Engineering Department
- Representative from Human Resource Department

7. Powers of Quartering Committee

The Quartering Committee is empowered to allot quarters as per the entitlement, seniority and availability and sort out the problems of the occupants through discussions.

SOP – QUARTER ALLOTMENT

8. Process (general overview & flowchart)



SOP – QUARTER ALLOTMENT

9. Guidelines for handing over/ vacating of room/ flat

- After receiving the allotment letter, the employee shall liaise with the engineering office for taking over the accommodation.
- Representative of the engineering office shall hand over the said accommodation after duly taking signature on the necessary documents.
- In case of occupants desirous to vacate the room/ flat, an application form to be filled up to submit in HR department and engineering office. Application form can be collected from HR Office.
- Engineering department will check all the items issued to him/ her in the accommodation and provide clearance.

10. Licence Fee

License fee will be levied depending on the type of accommodation provided as under:

Type of Accommodation	License fee per month (RS)
3 BHK	As per the rules of Institution/ University (Shall be reviewed from time to time)
2BHK	
1 BHK	
Single room/ Shared accommodation in Quarters/ Hired accommodation	
Hostel room/ one room accommodation per occupant	

SOP – QUARTER ALLOTMENT

11. Reference Documents:

S. No.	Document Description	Document No.	
1	Fresh applicant Format	I	<u>..\..\Allotment of room.docx</u>
2	Change of Room Format	II	<u>..\..\Change of room.docx</u>
3	Withdrawal of Room Format	III	<u>..\..\Vacation of Rooms.docx</u>

12. Abbreviations

S No	Terms	Abbreviations
1	QTR	Quarter
2	BHK	Bedroom Hall Kitchen
3	SMIMS	Sikkim Manipal Institute of Medical Sciences
4	CRH	Central Referral Hospital
5	SR	Senior Resident
6	JR	Junior Resident
7	PG	Post Graduate
8	MO	Medical Officer

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GANGTOK MUNICIPAL CORPORATION

- 1. FORMED IN MAY 2010.**
- 2. POPULATION : 1,00,286 (CENSUS 2011)**
- 3. AREA : 19.016 SQ. KM**
- 4. 17 MUNICIPAL WARDS**
- 5. BOUNDARY :TASHI VIEW POINT UPTO RANIPOOL.**
- 6. GMC ONE OF THE YOUNGEST & SMALLEST CORPORATION IN INDIA.**