

ALLOTMENT RULES FOR MARRIED SCHOLARS' HOSTEL, IIT Guwahati

1. Entitlement of MSH Allotment:

1. Applicant must satisfy the following requirements.

1.1 A married student and be in a genuine need of a family accommodation. The word family shall be interpreted as spouse and/or dependent children, everywhere in the context of MSH rules.

1.2 Registered for a regular degree programme (M.Tech/M.Des/Ph.D) in the institute.

1.3 His/her full-time residency requirement is authorized by the Institute and this entitlement is accordingly restricted to the period of the authorized full-time residency.

2. Allotment of MSH:

2.1. Aspirant shall apply for MSH to Dean of Students' Affairs in the prescribed proforma available in DOSA Office. This application must be forwarded by the respective Head of Department. These applications shall be processed on 'First Come First Serve' basis. A register shall be maintained in DOSA office for this purpose. However in a special case as mentioned in Clause.2.7 the first come first serve principle may not be followed.

2.2 Allotment of MSH is based on recommendation made by the Hostel Allotment Committee (HAB) and final approval by the Dean (SA).

2.3 Allotment letter will however be issued by DoSA office.

2.4 When more than one MSH is vacant, assignment of MSH to qualified applicants will be based on lottery in presence of the applicants or nominees.

2.5 For any reason the applicant is not willing to take the apartment, he/she would lose the seniority and his/her name at his/her request will be moved to the last place in the waiting list at that time. If this happens twice then the name of the applicant will automatically be removed from the waiting list.

2.6 No change of MSH will be entertained once assignment of MSH is over except on health grounds and based on the recommendations of the Chairman, SWB and Dean (SA).

2.7 For the students applying between the first day of academic registration till the last day of registration in a semester the guidelines given under 2.8 will overrule the first come first serve principle.

2.8 Guidelines for setting priority when First come first serve rule is overruled under clause 2.7 The following point system should be used.

(a) A mother student with dependent child or a widower/divorcee student with dependent child - 10 pts.

(b) A student with one/more dependent child who has to be admitted to school (class one and above), hence time for school admission becoming important - 6pts.

(c) A parent with a child who is not school going - 1pt

(d) Students staying at such a distance that they cannot visit their family on and off may be given preference over others.

(e) It is likely that after allotment of points, more than one student will be having same number of points. Their mutual position should be decided by lottery.

2.9 If a student going on semester leave on Academic or health grounds vacates his/her allotted MSH on his own then he shall be given the apartment on first priority as and when he applies again for a MSH.

2.10 A student is allowed to retain his/her MSH as long as he/she is a regular (full time) registered student of the Institute. If any regular student occupying his/her MSH shifts to part time category the MSH in the students name will be treated as vacant.

3. Following will not be under the purview of HAB or Students' Affairs.

3.1 Termination of Allotment of MSH.

3.2 Implementation of vacating MSH.

3.3 Monitoring of occupation of students/residents in MSH

3.4 Maintenance/cleaning issues in MSH

3.5 Issue of No Dues./Clearance certificates to students in MSH.

3.6 Inventory and handing over of allotted MSH to qualified students.

3.7 Allotment of MSH to students under exchange programme as per MoU with foreign/Indian Universities or Institutions.

3.8 Reservation of MSH against MoU with any other organizations and for accommodating visiting faculty members or any other persons in the interest of the Institute.

3.9 Setting up of gardens or other facilities by MSH residents.

3.10 Dispute(s) between MSH residents.

3.11 Fixing/collecting of license fee/rent/establishment charges/caution money etc. and subsequent release of caution money.