

GUIDELINES ON “IN CAMPUS – OFF CAMPUS ACCOMMODATION FACILITIES - IMSC

A] Student Accommodation:

The Guidelines for Allotment of Thoraipakkam Flats as approved by Director on the recommendations of the Guest House Advisory Committee & Students Hostel Faculty Counsellors which met on July 06, 2010:-

- 1) All the new JRFs joining the Institute from the Academic year 2010-11 will be allotted accommodation at Thoraipakkam Flats/off campus hostel hired by the Institute.
- 2) 4 Students will be allotted per flat @ 2 students per bed room.
- 3) Effecting 2008 batch onwards all the SRFs of 6th year and above will have to move to Thoraipakkam Flats/off campus accommodation.
- 4) All 3rd, 4th, 5th & 6th year JRFs/SRFs will ideally be put up in Students Hostel Accommodation in the campus against 34 hostel rooms(single occupancy with common wash facilities) available. In case of shortfall they will be provided sharing accommodation in the flat lets viz., 301, 302, 303 & 304[Non-AC] of the old guest house @ 3 students per flat let.
- 5) Rules on Seniority for Allotment of Student hostel accommodation in IMSc Campus:
 - ◆ First consider the date of joining of JRF for hostel allotment, in case the date of joining is same follow the following criteria:
 - ◆ time of arrival in the guest house as per entries made in the Guest house register irrespective of the fact whether it is working day or holiday followed by date of admission[in case a student arrives on holiday and not join as JRF on the following 1st working day his/her date of seniority takes effect from the date of joining only).
 - ◆ in case time & date of arrival of two or more students entered as same in the register then go with the date of birth to arrive seniority.
- 6) The JRFs who opt to make their own accommodation arrangements are entitled for monthly HRA @ 30% of their fellowship.

B] Accommodation for Long term Visitors/PDFs/Married JRFs:

The following guidelines were approved vide Minutes of the GHAC Meeting held on June 09, 2010 and subsequent amendments made vide email approval of Director dt. 30.06.10.

- 1) Out of 12 Nos. of Type-I flat lets[101 to 104 = 4 Nos. (AC) + 105 to 112 = 8 Nos. (Non-Ac)] of old Guest House four flat lets each to be earmarked for allotment to Long Term Visitors[101 to 104 = 4 Nos. of AC], Married JRFs and single PDFs.
- 2) Depending on the requirement and vacancy position Type- II flat lets [Total 4 Nos. (Non-AC)- 201 to 204] are to be allotted in the order of preference of married PDFs (or) single PDFs [2 Nos. in each flat let] (or) Single JRFs[3 Nos. in each flat let].
- 3) Considering the climatic conditions of Chennai City Four Non AC Flat lets of Type-I[101 - 104] and 3 Nos. of Type III Flat lets [305, 306 & 308] have already been fitted with Air conditioner for Long term Visitors.

C] Quotas of Accommodation Fixed - New Guest House:

The following was approved vide Minutes of the GHAC Meeting held on March 03, 2010.

Availability of Rooms [All AC]	New Distribution of quota fixed	Other recommendations for NGH and in general
<p><u>New Guest House</u> Guest House rooms : 22 nos. (double occupancy) Gr. Floor : 401 to 407 1st Floor : 501 to 507 2nd Floor: 601 to 608 VIP room : 01 room [No. 508] Student Dormitory : 10 beds</p> <p><u>Old Guest House</u> VIP room: 01[No307-only on obtaining approval of Director, IMSc]</p> <hr/> <p>Total : 22 + 2 VIP rooms</p> <hr/>	<p><u>New Guest House</u> <u>Guests Rooms</u> Conference Guests : 10 rooms [including Academic / Scientific Conferences of non - IMSc organizations during lean period] Visitors : 10 rooms [including 2 rooms for non-IMSc guests] DAE guests : 02 rooms</p> <hr/> <p style="text-align: center;">Total : 22 Nos</p> <hr/>	<p><u>A] Visitors:</u> <15 days = get preference for GH room >15 days = get serviced apartment[unless there is enough space in GH]</p> <p><u>B] Graduate Student Visitors:</u> [i.e. Doctoral Student Visitors]</p> <ul style="list-style-type: none"> • They should get accommodation comparable to JRFs/SRFs of the Institute. • If no place in Old GH, a non-a/c furnished Off Campus housing to be provided. <p><u>C] Student Visitors & Summer-Semester-Project Student Visitors:</u></p> <ul style="list-style-type: none"> • Dormitory Accommodation to be provided in the Institute's New Guest House. • If no place in Dormitory, a non-a/c furnished Off Campus housing to be provided. <p><u>D] Visiting PDFs:</u></p> <ul style="list-style-type: none"> • They should be treated as visitors and guideline for allotment of GH room/service apartment as explained at 'A' above to be applied. <p><u>E] Conference:</u></p> <ul style="list-style-type: none"> • As the Guest House Office can decide the actual requirements for conference bookings only 5 days ahead of the event, the visitor requests should get priority over pre-planned conference bookings. • To follow this guideline the host faculty should forward the accommodation requests for visitors at least a week in advance. • Unused conference quota rooms can be allotted / booked to visitors even a couple of weeks in advance if conference request is for less than 10 rooms.

