

GIFT UNIVERSITY RESIDENCES POLICY

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GIFT UNIVERSITY RESIDENCES POLICY

1. **Purpose**

The purpose of the policy is to lay down the rules and regulations, and state residence services to facilitate Faculty, and Management staff of GIFT University.

2. **Eligibility**

- Eligibility for University residences is limited to permanent Faculty members (Professors, Associate Professors, Assistant Professors and Lecturers) and members of the Management not below the rank of a Manager.
- Visiting Faculty Members (VFM) and other approved persons may be considered for provision of this facility only if vacancies exist in residences.

3. **Rooms Allocation**

The rooms shall be allocated to full-time residents according to the following criteria.

Designation	Per Room Allocation
Professor	Shared (maximum 2)
Associate Professor	Shared (maximum 2)
Assistant Professor	Shared (minimum 2)
Lecturer	Shared (minimum 2)
Management	Shared (minimum 2)

4. **Facilities**

Rooms are fully furnished and facilities include the following:

- Beds
- Sofas
- Tables
- Cooling system provided through economical inverted technology ACs
- 32" screen television
- TV cable system
- Wardrobes
- Microwave oven
- Utensils / crockery
- Refrigerator

An inventory list will be prepared and signed at the commencement of the tenancy.

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Besides these in-house facilities, other available facilities are:

- Kitchen
- Security of premises
- Daily cleaning of rooms
- Washing of dishes/crockery
- Cleaning / washing of washrooms
- Maintenance of rooms

5. Room Allocations/Sharing for Faculty

A single room is to be shared by two faculty members at least. The allocation of which is stated as per the designations. The room can be shared between two groups on intra basis as explained below:

- (A) Professors with Associate Professors
- (B) Lecturers, Assistant Professors and Management

Rules and Regulations

1. Resident Faculty members and Management staff will pay utility bills on actual basis, and they will also pay a fixed subsidized monthly charge of Rs. 2500/- (Rupees Twenty Five Hundred Only) for provision of other facilities as laid down in section 4. It is subject to review on annual basis.
2. Residents are responsible for keeping their rooms and adjacent areas in a clean, hygienic, and safe condition.
3. Residents must not disturb or damage the plants, flowers, and landscaping in the residential area.
4. Waste material / garbage and other such objects should be placed at the allocated points only. And no such objects should be thrown out randomly.
5. Residents are responsible to inform the maintenance personnel about any maintenance work to be done, such as: water leakages from AC units, water taps leaking, WC leaking, or any other type of building repairs etc if needed
6. No shoes, furniture, or other objects should be placed outside room doors.
7. No alterations or construction work is to be done in the residence premises unless it is approved by the top management of the University.
8. Residents must ensure that their rooms, when vacated, are in the same condition as when assigned, except for normal wear and tear (as per the periodic inspection report).
9. At the time of allocation of rooms it is compulsory to complete the process of handing and taking over of assets and sign an inventory in coordination with respective department(s).
10. Unauthorized guests are not allowed to stay at the University residences.

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11. Depending upon the availability of vacant rooms, VFM may stay in Faculty rooms as per their teaching schedule for one or more nights per week. They shall pay according to the following schedule and facilities used:

Maintenance Charges:

- a. One day per week: Rs. 400 per month
- b. Two days per week: Rs. 800 per month
- c. Three days per week: Rs. 1200 per month
- d. More than 3 days would be considered as full time occupation

Electricity Charges: As per meter reading divided on number of days stay

12. Guest rooms may also be used for temporary stay of guest speakers, and Faculty & Management (for one or more days) depending upon needs of the University, and as per approval of the Registrar.
13. Approved University guests shall not be charged for room services.
14. During periods of electricity load-shedding, the power supply to the University residences would be arranged by the University according to the availability of related resources.
15. Residents should be careful and they must not leave personal items and valuables lying around in their rooms as rooms may be opened by the cleaning staff in their absence.
16. The flying of kites or model airplanes in the residential area is prohibited, as is the throwing of baseballs, footballs, and other projectiles.
17. Use of firearms in the residential area is strictly prohibited.
18. Other prohibited items include bows and arrows, spear guns, swords, slingshots, martial arts weapons, explosive materials, and fireworks.
19. Violators of these rules may have their Faculty residence contracts terminated immediately, and disciplinary action may also be taken against them.

6. Complaint Procedures

Residents may use online complaint system for routine complaints. However, in case of incidents or situations of unexpected / serious nature, or if residents come to know of a violation of these rules in a specific room, the following procedures may be followed:

1. The University recommends that complaints involving other residents for matters such as parking violations, loud music etc, should be handled in a courteous manner with mutual understanding of the residents. However, if such matters fail to be resolved among the residents, the matter may be brought to the attention of the Registrar for resolution.
2. For this purpose, residents should submit a written complaint, along with any supporting documents, to the Registrar.
3. Upon receipt of the complaint, the matter would be referred to a committee, called the Residences Complaint Committee.

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4. The Committee shall be composed of the Registrar, Manager Administration (or Deputy Manager in case of absence of Manager), Manager Services, the Head of Human Resources and any other person nominated by both of them.
5. The Committee would hear the matter, and after considering all the relevant factors, would give a final decision on the matter.

7. Guidelines for Promoting Good Community Relations

1. Residents are encouraged to maintain respectful relations with their neighbors, maintenance staff, and security guards.
2. The volume of televisions, radios and stereos must be kept at a reasonable/low level. Doors should be closed gently. Loud stomping up and down the stairs and in the upper-level units must be avoided. Excessively noisy parties and loud conversations must also be avoided. Specifically, creating noise or disturbance after 11pm is strictly prohibited.
3. Residents are responsible for the conduct of their day-time visitors/guests. (No overnight stay by visitors/guests is allowed).

8. Commercial Activities

1. The operation of commercial enterprises or businesses is strictly prohibited in University residences.
2. Subletting a University residence (or portion thereof) whether with or without rent is prohibited.

9. Parking and Driving

Residents shall park their motor car/bike/bicycle in designated parking areas only.

10. Trash and Refuse Disposal

1. Residents should ensure that household trash is disposed off in the garbage bins. The domestic servants should be instructed not to leave any household trash outside the rooms and they should not throw it out of the windows either.
2. Materials that might cause injury to maintenance personnel (e.g., broken glass and mirrors) should be securely wrapped before being placed in collection bins.
3. Refuse containers should not be filled with heavy or large objects, explosives, chemicals, or any other hazardous waste.