



NARAYANA
COLLEGE OF NURSING

Chinthareddypalem, Nellore - 524003. A.P.

Ph No: 0861-2317969 | Fax: 0861-2311968.

Recognized by Indian Nursing Council and A.P. Nurses & Midwives Council

Affiliated to NTR University of Health Sciences, A.P. Vijayawada.

Accredited by "International Accreditation Organization (IAO)"

website: www.narayanannursingcollege.com | | e-mail: narayana_nursing@yahoo.co.in



FACULTY QUARTERS POLICY & PROCEDURE

Objective

To provide guidelines to employees to obtain and maintain faculty quarters.

Application and Commencement

These rules shall apply to the teaching grades (G8-G12) of the Narayana College of Nursing including those working in its constituent college who are the employees of the institution.

Register of Appliances

The applications of faculty members received by the Head of HR through the head of the department/ Head of the Institution. The date of receipt of application in Head HR will be the date of registration. Head HR shall maintain Registers for each category and periodically display the seniority list on 15th of every month and also before every Quarters Committee meeting and also maintain a separate register according to seniority of registration by cadre wise.

Policy & Procedure

The quarter shall be used for residential purpose only and for no other purpose.

The quarter shall not be sublet under any circumstance. The residence shall not be shared with any other employee of the institution or any outsider without the prior written permission of the authorities, communicated by the estate officer.

No employee shall have any right to be provided with accommodation by the institution. Subject to the availability of such accommodation, the employees in accordance with these rules may be permitted to stay in any of the quarters of the College for such periods as permitted, during and in course of their employment under the College. Allotment of quarters to employees shall be for beneficial working of the affairs of the College.

The allottee shall keep the quarter and surroundings in a clean and hygienic condition.

The allottee shall not make any additions and alterations to the quarter and shall not deface the glass panes, walls, floors etc. No inflammable articles stored in the quarters.



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The committee has right to withdraw or cancel the allotment in accordance with the provisions in the institutions. As soon as the allotment is withdrawn or cancelled, or is deemed to be cancelled, or is deemed to be cancelled the allottee shall handover vacant possession of the quarter to the Estate Officer.

The utility charger will be payable according to the meter reading wherever meter is installed or according to the assessed flat rates. The charges shall be paid direct to the authorities concerned or recovery will be made from the emoluments payable to the occupant as deemed fit by the medical superintendent.

The committee or the staff authorized by committee will have the right to view the quarter from inside and to carryout repairs, rectifications etc, as deemed necessary.

That the allottees shall pay the cost as assessed by the College if any fitting, fixtures of the allotted quarter are either broken or damaged or found missing during his/her occupancy.

Classification of Eligibility

For the purpose of allotment of quarters, the staff members of the institution are classified into four categories as indicated below:-

Classification	Designation	Allotment	Amenities
Category-A	Director, Dean, Principal, CEO, Medical Superintendent, Professor & HOD	Triple Bed Room	1.0 Ton A/C 10 Lit Gizzer 01 Double Cot 01 Table & 02 Chairs
Category-B	Associate Professor	Double Bed Room	10 Lit Gizzer 01 Double Cot 01 Table & 02 Chairs
Category-C	Assistant Professor	Single Bed Room	10 Lit Gizzer 01 Double Cot 01 Table & 02

Award: (Higher Education Review Top 10 Nursing College - 2020)

IAO (International Accrediation Organization (2020 - 2025))



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	Ph No: 0861-2317969 Fax: 0861-2311968.	Chairs
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Category-D Lecturer, Nursing tutor	Accredited by "International Accreditation Organization (IAO)"	
Category-E Post graduate student	Single/Double Bed Room	10 Lit Gizzer
	With/Without Furnished	01 Double Cot 01 Table & 02 Chairs

User Charges

- Category A to D there is no maintenance charges but only utility charges shall pay by allottee.
- Category- E The allottee shall pay Rs. 12,000 Per month if allotted single bed room as well as Rs. 10,000 Per month, if allotted double bed room and applicable utility charges.

Quarters Committee

A Committee called as 'Quarters Allotment & Maintenance Committee shall be constituted with the following members:

SNO	Designation		Member
1	Dean	NMCH	Chairperson
2	Head	HR	Convener
3	Medical Superintendent	NMCH	Member
4	Medical Administrator	NMCH	Member
5	Principal	NDCH	Member
6	Electrical Engineer	NMCH	Co-Opt Member
7	Civil Engineering 1/C	NMCH	Co-Opt Member
8	Maintenance Manager	NMCH	Co-Opt Member

Any decision can be considered by quorum of 04 Members.(i.e Chairperson+Convener + Any of 02 Members)



The Quarters Committee will meet at least once in three months to perform the following functions:

- a) To review the rules and guidelines periodically and suggest changes if required.
- b) To scrutinize applications and recommend for allotment of quarters and other matters

On directions from the committee the Head HR shall convene the meeting as and when required and submit the vacancy position under each category of quarters along with the requisitions for allotment of quarters. The Head HR shall record the proceedings of the meetings and the recommendations of the Committee shall be forwarded to the Committee decision.

Authority:- The Committee has the authority to decide on recommendations of the Quarters Committee with regard to the allotment of quarters Which is final and binding on all concerned.

Cancellation of allotment

In the case of an employee who is residing in the quarters, the allotment is liable to be cancelled if,

- a) The allottee indulges in any action / activity which is detrimental to the interest of the Institution.
- b) The allottee indulges in activities such as gambling, misconduct of any kind, noise pollution, eve teasing etc. unruly behavior, the residence allotted to
- c) They sublet or transfer or any portion thereof. him , her
- d) They use the quarters for any other purpose except as residence for his / her family and dependent parents and fail to maintain the premises and compound if any, attached thereto in a clean and hygienic condition.
- e) The allottee keeps cattle, dog, etc. which may cause nuisance to the other residents in the Campus.
- f) The allottee makes any additions or alterations to the building or tampers with fitting or electrical installations or make any unauthorized construction or extension to the electrical or water supply lines without obtaining specific permission from the Professor & Estate Officer.



Retention of Quarters

The Institution may at its discretion, on written request from the residents, permit an allottee or his family to continue to stay in the quarters allotted to him / her for a period as stipulated and on payment terms as detailed below in the following cases:

SI. No	NATURE OF RETENTION PERIOD ALLOWED	RATE OF CHARGES
1	Retirement on superannuation/ Voluntary retirement.	Month One and half times the normal rate of charges last paid.
2	Death while in service.	2 Months Normal rate of charges last paid.

Taking over and Handing over

The Estate Officer or his nominee shall be the competent authority either to hand over or take over the quarters on allotment / vacation as the case may be. The allottees are required to sign in a register maintained for this purpose both at the time of allotment and vacating the quarters.

CONVENER

PRINCIPAL

Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003.

