



**SOP: Executive Hostel Rooms**

National Institute of Fashion Technology (NIFT) Bhopal is located on Indore-Bhopal Bypass Road, Bhauri, Bhopal-462030 (M.P.). In the Hostel Complex of NIFT Bhopal Campus there are some rooms with attached toilets and bathrooms which may be allotted to eligible persons. Rules governing the allotment of these rooms, hereinafter referred to as Executive Hostel Rooms (EHR) are given in the following paras:

**Rules governing the Allotment of Executive Hostel Rooms (EHR)**

**1. Accommodation Available in the Hostel Complex:**

There are 190 rooms in the Girls' Hostel (with common toilets and bathrooms) and 50 rooms in the Boys' Hostel (with common toilets and bathrooms). In addition to this, there are 13 (thirteen) Rooms in the Hostel Building with attached toilets and bathrooms. Out of these 13 (thirteen) rooms one is Hostel Warden's office, one has been given to the nurse who stays in-campus, one is being used as medical room, one is being used as General Merchant Shop. Two rooms are proposed to be given for the purpose of running a Stationery Shop and a Beauty Parlour, till alternate arrangement is made. Balance seven rooms may be allotted to eligible persons on requirement basis.

**2. Eligibility:**

The EHR is primarily meant to accommodate:

- NIFT Employees
- Visiting Faculty/ Guest Faculty
- Examiners/ Members of Jury/ Other experts visiting for imparting academic inputs
- Parents of NIFT Students
- Participants to Seminars/ Workshops/ Symposia/ Training Programs organised by NIFT
- Official Guests of NIFT
- Guests of NIFT Employees.
- Artisans
- Any other person not covered in the categories above and permitted by the NIFT Centre Director/ Joint Director.

All allotments shall be made in the order of preference mentioned above.

**3. Duration of Stay:**

Except for permission granted under special provision (Para-5 of this SOP), ordinarily, an occupant shall be permitted to stay for 5 days. However, the Centre Director, under special circumstances may permit the occupant to stay for up to 10 days depending on the nature/purpose of the stay.

**4. Charges:**

The room rent for the stay in the EHR will be as follows:

Occupancy	Charges
Single Occupancy	350/-
Double Occupancy	250/-

The room rent shall be charged on a per night basis. The room rent shall not be charged if the stay is for less than six hours.

*[Handwritten signature]*

*Neha V*  
18/04/23.

*(जयशंकर)*

*19/04/23*

*Ayadewanshi*



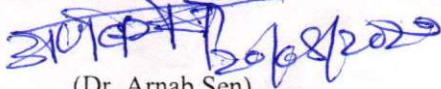
5. **Special Provisions:**

- a. Regular / Long Term Contract NIFT Bhopal employees desirous of availing accommodation for a longer duration may be permitted, based on an application, by the Campus Director/Joint Director. Such employee shall be charged an amount equivalent to his/her HRA entitlement. This allotment shall be made for a maximum duration of three months at a time and may be extended, based on availability.
- b. Short Term Contract / Temporary NIFT Bhopal employees desirous of availing accommodation may be permitted, based on an application, by the Campus Director/Joint Director. Such employee shall be charged an amount equivalent to the existing Collectorate Rate.
- c. Artisans from a humble background may be provided accommodation for short duration on gratis basis.

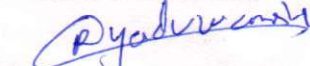
6. **Catering:**

Meals will be provided by the mess caterer on payment basis at existing contract rates. The payment shall be made directly to the mess contractor.

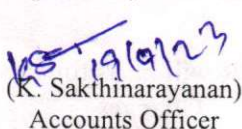
7. The occupant will make any entry in the register available with the guard, soon after arrival and again before leaving the EHR. The occupant may check-in at any time. However, for the purpose of accounting, the number of nights in the EHR would be used for calculation of charges.
8. All payments shall be against on official receipt.
9. Person using the EHR will make good any damage caused by them to the building or furniture or fixtures or any other property of the EHR during their period of stay.
10. A person suffering from infectious or contagious disease shall not be allowed to stay in the EHR.
11. The Institute shall not be responsible for any loss or damage to person or the property of any occupant during their stay in the EHR.
12. The accommodation in the EHR cannot be claimed as a matter of right.
13. Allotment of accommodation in the EHR shall not confer on the allottees any right of tenancy of the premises and the Institute shall have the right to get the rooms vacated at any time without giving any notice or assigning any reason in case of unauthorised stay/overstay.
14. The use of alcoholic drinks in the Hostel Complex/NIFT Campus is strictly prohibited.
15. The decision of Director NIFT Bhopal shall be final with regard to interpretation of these rules.
16. These rules may be amended with the approval of Director NIFT Bhopal.
17. These rules will come into effect (will implement) after the approval of the Competent Authority.

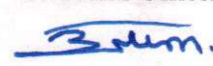
  
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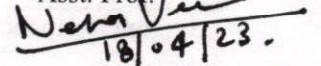
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Accounts Officer

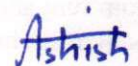


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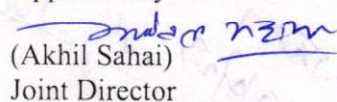
  
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(Lt Col Ashish Agarwal)  
Director

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(Akhil Sahai)  
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