



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

GURGAON, DELHI-NCR

(Established by the Haryana Act No.8 of 2013)

CHANDU BUDHERA, GURGAON BADLI ROAD, GURGAON(HARYANA)-122505, PHONE-0124 2278183,84,85,
FAX 0124-2278151 ,Web:- www.sgtuniversity.org, Email: info@sgtuniversity.org

APPLICATION FORM FOR AVAILING ACCOMODATION FACILITY

Paste your
latest
Photograph

Mail id- accommodation@sgtuniversity.org | Contact no. – 8527794508 | Extension. No. – 3162 / 6106

PERSONAL DETAILS

EMPLOYEE NAME			
EMPLOYEE ID			
EMPLOYEE ERP ID			
DESIGNATION			
DEPARTMENT			
Teaching Staff <input type="checkbox"/>	Non-Teaching Staff <input type="checkbox"/>		
PHONE NUMBER			
MAIL ID (OFFICIAL)			
FOR OFFICE USE (ACCOMMODATION)			
NAME OF BLOCK		ROOM NUMBER	
ACCOMODATION TYPE			
DATE OF ALLOTING FACILITY			

(Signature of the Applicant)

Date: - ____/____/____

(Signature of Accommodation Department)

Verified by HR (name) _____

Date: - ____/____/____

(Signature of HR Department)

ARTICLES CHECK LIST FOR 3 & 2 BHK

Name of the Allottee: _____ Emp ID: _____

Department: _____ Designation: _____

Mobile no: _____ Mail ID: _____

Name of The Block: _____ Room no: _____

Date of allotment: _____

Accommodation Type: 2BHK () 3BHK ()

The below mentioned items/articles have been provided in the accommodation at the time of allotment (please tick '✓' wherever applicable):

Article	Provided (✓ or X)	Remarks
Double bed with side table		
Mattress		
Almirah		
Dressing Mirror		
Dining table with chair (4 Seater)		
AC		
TV with table		
Sofa set (5 seater) with centre table		
Study table with chair		
Wall Clock		
Refrigerator		
Kitchen rack		
Crockery stand		
Curtain rode with curtains		
Geyser		
Standard accessories –Bathroom		
Standard accessories		
Fan		
Light		
Door Bell		
Any other items:		

I have read and understood the terms and conditions for the allocation of the accommodation and hereby agree that any expenses towards the damage/ repair/ replacement to the property or the articles or items provided would be borne by me.

Allottee:Issued by:

Signature:

Signature:

Date:

Date:

ARTICLES CHECK LIST 1BHK

Name of the Allottee: _____ Emp ID: _____

Department: _____ Designation: _____

Mobile no: _____ Mail ID: _____

Name of The Block: _____ Room no: _____

Date of allotment: _____

Accommodation Type: 1 BHK

The below mentioned items/articles have been provided in the accommodation at the time of allotment (please tick '✓' wherever applicable):

Article	Provided (✓ or X)	Remarks
Double bed with side table		
Mattress		
Almirah		
Dressing Mirror		
Study table with chair		
Wall clock		
Kitchen rack		
Curtain rode with curtains		
Geyser		
Standard accessories – Bathroom		
Standard accessories		
Fan		
Light		
Any other Items:		

I have read and understood the terms and conditions for the allocation of the accommodation and hereby agree that any expenses towards the damage/ repair/ replacement to the property or the articles or items provided would be borne by me.

Allottee:Issued by:

Signature:

Signature:

Date:

Date:

ARTICLES CHECK LIST SINGLE ROOM

Name of the Allottee: _____ Emp ID: _____

Department: _____ Designation: _____

Mobile no: _____ Mail ID: _____

Name of The Block: _____ Room no: _____

Date of allotment: _____

Accommodation Type: Single room

The below mentioned items/articles have been provided in the accommodation at the time of allotment (please tick '✓' wherever applicable):

Article	Provided (✓ or X)	Remarks
Double bed		
Mattress		
Almirah		
Study table with chair (Only teaching)		
Curtain rode		
Any other Items -		

I have read and understood the terms and conditions for the allocation of the accommodation and hereby agree that any expenses towards the damage/ repair/ replacement to the property or the articles or items provided would be borne by me.

Allottee:Issued by:

Signature:

Signature:

Date:

Date:

ARTICLES CHECK LIST DORMITORY

Name of the Allottee: _____ Emp ID: _____

Department: _____ Designation: _____

Mobile no: _____ Mail ID: _____

Name of The Block: _____ Room no: _____

Date of allotment: _____

Accommodation Type: DORMITORY

The below mentioned items/articles have been provided in the accommodation at the time of allotment (please tick '✓' wherever applicable):

Article	Provided (✓ or X)	Remarks
Single bed		
Mattress		
Almirah		
Any other Items:		

I have read and understood the terms and conditions for the allocation of the accommodation and hereby agree that any expenses towards the damage/ repair/ replacement to the property or the articles or items provided would be borne by me.

Allottee:Issued by:

Signature:

Signature:

Date:

Date:

Save Water, Save Life...Every Drop Counts

Listed below is a list of Do's and Don'ts for the residents to follow strictly. Any deviation would be taken up as a disciplinary issue.

Do's and Don'ts

1. Residents shall keep the residential premises clean and ensure that garbage or other waste products are not thrown in the residential premises, stairway, corridors, etc.
2. ACs should be installed only at the windows, no extra drilling is allowed. The cost of such installations should be borne by the residents. Ensure that the water drained from the split AC does not spoil the building walls and also does not cause inconvenience to the people staying down stairs.
3. Residents must ensure that they switch off all fittings and equipment's like fan, light, taps, etc. while leaving their residential premises.
4. Make a slip with proper description if you are allowing any servant/vendor to take out any item including your daily ironing cloths.
5. Shall ensure police verification of the servant, before they start working in the flat.
6. Shall ensure that the servant/vendor deposit the gutka/bidi/cigarette/paan at the guard room before entering the residential premises for work.
7. Shall maintain a speed limit of 10 km/hr inside the residential premises and ensure to have "Parking Stickers".
8. Shall ensure visitors park the vehicle outside the premises, and don't insist the security guards for any exception.
9. Inform the security guard if any visitor is expected to stay overnight so that his vehicle can be parked properly.
10. Residents must show their employee Identity Card if so required by any officer of the University at any point of time.
11. If any resident(s) is suffering from a communicable disease or any other disease which requires constant medical attention, he/she shall vacate the resident unconditionally and immediately on knowing the disease/ailment.
12. Ensure that the flat or any part thereof is not used for any purpose from which a nuisance can arise to other residents or for any illegal/commercial or immoral purpose.
13. Don't play Radios/TVs and other musical instruments at high volumes. The music for the purpose of function can only be played with prior permission of the Registrar and allowed till 10pm only.
14. Don't keep birds, dog, cat or other animal which is a source of disturbance to others or risk to other residents of the building and/or their visitors.
15. Don't put plants on the windows, balcony parapet as it can create risk/problems for people staying downstairs.
16. Don't pluck flowers from the garden area.
17. Cooking is not permitted wherever the kitchen is not available.
18. Possession of arms and ammunition is prohibited in the campus

19. Consumption of drugs/alcoholic drinks/tobacco in any form/any other intoxicant or possession of any kind of ammunition/weapon of assault/fire-arm is strictly prohibited in the accommodation and on University campus. Those, who are found to be involved in such activities, will be expelled from the premises and the matter will be further reported to the District administration/police.
20. Residents are advised not to keep valuables with them in their accommodation. Such items, if any, should be locked in their respective cupboards or any other safe place for safekeeping. The university shall bear no responsibility for the loss of such personal belongings.
21. Occupants come from diverse backgrounds are advised to live at campus accommodation with peace and harmony and respect for other, neighbours. Any incident of misbehaviour, the quarrel between occupants or with outsiders will be taken seriously by the university and may lead to strict action against the concerned person as per rules and regulations.
22. The resident will not leave the accommodation vacant for more than two weeks.
23. The University reserves the right to check any accommodation whenever required.
24. The resident rules are subject to change from time to time with the approval of the competent authority.

Name & Employee Code of the Employee: _____

Department & Designation: _____

Room Number & Name of the Building/Block: _____

Whether single/sharing (Dormitory/four/triple/double, etc.) accommodation: _____

Signature: _____

Date: ____ / ____ / ____