



Housing Policy

The University Housing Policy outlines the procedures, rules, and guidelines for the allocation, management, and maintenance of university-provided residential housing and guest houses. This policy ensures transparency, fairness, and consistency in the provision and use of University Housing by eligible employees.

1. Eligibility for Housing

- Essential/emergency staff may be given preference based on administrative needs and decisions of the University.
- Teaching and non-teaching staff appointed on a regular/permanent basis are eligible to apply.
- Priority will be given based on seniority and designation

2. Staff Housing Allotment Procedure

- **Application Submission:**
Eligible staff must submit a *Housing Allotment Request Form* through their respective Department Deans.
- **Verification:**
Applications will be verified by the HR/Admin Office regarding eligibility and availability.
- **Approval:**
The competent authority (Registrar/Dean) will finalise the allotment.
- **Allotment Letter:**
An official allotment letter with Housing number, type, and terms of occupancy will be issued.
- **Possession Handover:**
The Housing In charge will hand over the keys and inventory after allotment approval.





3. Use of Housing

- The Housing is strictly for the use of the allottee and their immediate family.
- Sub-letting or providing accommodation to outsiders is prohibited.
- Residents must maintain cleanliness and avoid damage to property.
- Electricity and water should be used judiciously; separate bills may be applied if metered and applicable.

4. Maintenance & Repairs

- Minor repairs must be reported to the Housing In charge/Admin Office.
- Major repairs and structural issues will be addressed by the Estate Department.
- Any damage caused due to negligence or intentional actions will be charged to the occupant.

5. Vacating the Staff Housing after Resignation, Termination, or Relieving

- Staff must vacate the allotted Housing immediately after resignation, termination, retirement, or transfer.
- A No Dues Certificate must be obtained from the Housing In charge before final relieving.
- All keys, furniture, fixtures, and university property must be returned in good condition.
- Failure to vacate /any damages of the Housings within the prescribed time may result in:
 - Deduction from salary/settlement dues.
 - Initiation of legal action by the University.

6. Staff Housing Rent & Charges

- Free accommodation is provided to employees holding higher positions such as the Vice-Chancellor, Registrar, and Registrar (Evaluation).
- Staff members entrusted with significant responsibilities—such as managing hostels, food courts, or executive-level administrative functions—are also eligible for free housing in recognition of their extended duties. The Electricity & Maintenance Charges are applied or Self-Maintained.





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- For all other teaching and non-teaching staff, residential Housing will be allotted at nominal monthly charges, ensuring affordable living arrangements within the campus premises. The Electricity & Maintenance Charges are applied or Self-Maintained.

Housing Rent (per month)

- 1 BHK Housing
 - Rent: ₹ 4000
 - Electricity Charges: As per consumption (metered) &
 - Maintenance Charges : As Applicable
- 2 BHK Housing
 - Rent: ₹ 6000
 - Electricity Charges: As per consumption (metered).
 - Maintenance Charges : As Applicable
- Guest House
 - Rent: ₹ 600 per person per night (including GST)

Note: At the time of allotment, the allottee is required to pay one month's rent and maintenance charges in advance.

7. General Rules

- Residents must follow the University's Code of Conduct.
- Quiet hours (especially 10:00 PM – 6:00 AM) should be respected.
- Pets are not allowed without prior permission from the University.
- Any disputes relating to Housings will be resolved by the University Administration.

8. Amendments to the Policy

The University reserves the right to amend this policy from time to time. Any changes will be communicated to staff residents in a timely manner.


10/11/2025

REGISTRAR

Kishkinda University
City Campus @ Ballari Business College,
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KISHKINDA UNIVERSITY

(Established under the Karnataka State Act No. 20 of 2023)

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