

**Minutes of 105th Meeting of Accommodation Allotment
Committee No. I**

The 105th Meeting of the AAC-I was held in the Dean (IPS) office on 21-01-2014 at 03.00 P. M.


The following members were present:

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| 1) | Prof. Kishore Chatterjee | - | Chairman |
| 2) | Prof. (Ms) Pratibha Sharma | - | Member |
| 3) | Prof. V.S. Sirola | - | Member |
| 4) | Prof. Shirish Gedam | - | Member |
| 5) | Shri C.P. Joglekar | - | Member |
| 6) | Shri K.R.P. Unnithan | - | Member-Secretary |

Shri T. P. Ravindranathan was present to assist the Committee.

The allotments made during the intervening period of AAC-I were presented to the Committee.

- 1) The issue of changing the format of letter of allotment was discussed. It was decided to incorporate the name of the building in the letter of allotment. This will be incorporated in all the letter of allotments that will be issued by the allotment unit of the estate office in future. Member secretary of the allotment unit will inform the administration to include the name of the concerned building, if any, in the record of addresses of all the employees of the Institute with retrospective effect. Building numbers and the corresponding names of the buildings will be furnished by the Member secretary to the administration.
- 2) Partial withdrawal of choices for quarters once the comparative statement was displayed, was creating problems in the allotment process. Several complaints have been received by the estate office in this regard. In view of this, it was decided that an applicant would be allowed to alter her/his choices or withdraw the application till the last date of submission of the application. Once the last date for submission of the application is over the applicant will not be allowed to alter her/his choices and further s/he will only be allowed to withdraw the complete application without penalty up to the fifth day from the date of display of the comparative statement.
- 3) It was decided that the estate office will renovate/refurbish an accommodation as per the policy of the Institute in all respects and then would bring the particular accommodation for circulation and subsequent inspection by the prospective applicants. Once an applicant is allotted a quarter based on her/his choices based on her inspection, s/he is supposed to occupy the apartment within eight days from the date of receipt of the allotment letter.


Prof. Kishore Chatterjee,
Chairman, AAC- I & II