

CHAPTER-1 REGULATIONS FOR USE OF THE LIBRARY

1. The use of the University Library shall be open to the following categories of members who seek the membership by applying on prescribed form.
 - (1) Members of the University Teaching Staff;
 - (2) Fellows and Research Scholars;
 - (3) Junior Research Assistants, Senior Research Assistants and Students on the Rolls of the University;
 - (4) Officers of the University;
 - (5) Retired University Teachers;
 - (6) Other employees of the University.
2. Members of the library shall be entitled to borrow books from the Library except those books, which are especially mentioned in regulation 7 below.
3. Borrower's ticket shall be issued to every member, on presentation of which books will be issued from the Library. One ticket shall entitle to borrow only one book at a time. This ticket shall not be transferable and should be surrendered at the time of obtaining a clearance certificate. A sum prescribed from time to time shall be charged for the loss of each ticket.
4. Books may be issued to Members of various categories as under:

(1)	Category-A	15 books for a period of one semester course duration
(2)	Category-B	5 books for a period of one month
(3)	Category-C	5 books for a period of two weeks
(4)	Category-D	5 books for a period of two weeks with the permission of the concerned Head
(5)	Category-E	4 books for a period of three weeks
(6)	Category-F	2 books for a period of two weeks with the permission of the concerned Head

5. Books once borrowed may be re-issued with the permission of the Librarian provided they are not required by another member.
6. In case a book is urgently required the Librarian may recall it at a short notice any time and such a book shall be returned immediately by the borrower.
7. Books and other materials of the following description shall not be issued to borrowers but may be consulted in the Library during working hours with the permission of the Librarian.
 - (1) Reference books like Encyclopedia, Dictionaries, Reports and other reference materials.
 - (2) Reserved books.
 - (3) Books banned by Central, Provincial or the Azad Kashmir Governments.
 - (4) Rare books and protected documents.
 - (5) Microfilms, Autographs, Tape-records and C.Ds etc.
 - (6) Periodicals.
 - (7) Any other material at the discretion of the Librarian.
8. If any book is damaged or mutilated during the period of loan or is lost by the borrower, he/ she shall replace it or pay the cost as assessed by the Librarian under the guidelines mentioned below:
 - (1) In case of loss of books and journals, the payment will be charged at double of the cost (at current conversion rate) of the item.
 - (2) In case of donated material, thesis, report etc. the Librarian will assess the cost/ value of the material.
 - (3) However, preference will be given to replace material.
9. The Library timings shall be prescribed by the Librarian from time to time with the approval of the Vice Chancellor.
10. The Library shall be closed for 15 days during Summer Vacations every year for stocktaking. All borrowers shall return the books for the purpose at a week's notice and issue of books shall remain suspended during the period.

11. Members of the Library shall deposit their Umbrellas, Sticks, Combustible material and other articles in the cloakroom provided for the purpose in the entrance hall. All books issued to them shall be shown to the attendant at the entrance before leaving.
12. Eating, sleeping, smoking and audible conversation within the Library premises shall be prohibited.
13. Books borrowed from the Library are non-transferable and shall be returned to the Library on or before the last date stamped on the date label. A fine per book per day as prescribed will be charged upto two weeks after the last date. From the third week, a fine per book per day as may be prescribed from time to time will be charged from the borrower. Provided that the Vice Chancellor may remit the fine in genuine hardship/ deserving cases at his/ her discretion.
14. Books, Microfilms, Autographs, Photostat, Tape-records and other materials may be issued on a quasi-permanent loan to the departments on the recommendations of the Head of Department with the approval of the Deans from time to time. A separate discipline-wise account of all such issued materials shall be maintained in the Library.

CHAPTER-2

RULES FOR ALLOTMENT OF UNIVERSITY RESIDENCES

1. The houses/ any other type of accommodation on the University Campuses shall be allotted to the eligible employees by the House Allotment Committee to be constituted by the Vice Chancellor from time to time. The decision of the Committee shall be subject to confirmation by the Vice Chancellor.
2. Accommodation will be allotted to the employees including those on deputation with the University. Other things being equal, preference will be given to the permanent employees of the University.
3. Application on the prescribed form for the allotment of accommodation shall be addressed to the Registrar/ Secretary House Allotment Committee. The application will be considered by the House Allotment Committee whenever accommodations are available for allotment.

4. The accommodations shall be allotted to various categories of employees in accordance with the following entitlement:

Category of Houses	Basic Pay Scale of Allottees
A	BPS-20 and above
B	BPS 18-19
C	BPS 16-17
D	BPS 11-15
E	BPS 01-10

5. The employees of the higher status shall not be considered for allotment of accommodation in lower category as long as there are eligible applicants for that category.

“If an employee residing in University accommodation is promoted/ demoted to another status must apply for the accommodation of his/ her new entitlement whenever such accommodations are made available for allotment”.

6. Subject to Rule-4, allotment shall be made with due regard to the following considerations:

- (1) An applicant who does not own a house within the municipal limits, shall be given preference to one who owns a house within the said limits. A person shall be deemed to own a house if he/ she owns it in his/ her own name or in that of his/ her spouse or dependent children. Provided that a University employee who has enjoyed the benefit of House Building Advance (HBA) for constructing a house within the municipal limits, shall deemed to be owning a house for the purpose of these rules.

Provided further that in case of employees posted in the University Constituent Colleges elsewhere, the municipal limits of the concerned cities/ towns shall apply for the above purpose.

- (2) If a person residing in the University accommodation builds/ buys a house within the limits of town/ city where he/ she is posted shall vacate the University accommodation within a period of one month of the completion of the house.

The seniority inter-se of an employee in each category of University Service Statutes shall be determined for the length of service within the cadre.

- (3) Married employees shall be given preference over the unmarried ones in the same category irrespective of their length of service. Provided that the Allotment Committee may, if satisfied that dependent parents, real brothers or sisters are living with an unmarried employee of the University, he/ she may be treated at par with the married employees.
 - (4) An employee whose wife/ husband/ children are living with him/ her shall be preferred to one whose wife/ husband/ children are not residing with him/ her.
 - (5) Allottee shall be required to occupy the premises within one month from the date on which allotment letter is issued. The failure shall result in cancellation of the allotment. An employee, who fails to take over possession of the house when allotted, shall not be eligible for residential accommodation and shall instead receive the house rent allowance at the rate as may be prescribed for his/ her grade/ scale or as may be fixed from time to time.
7. Notwithstanding anything contained in the above rules, the Vice Chancellor may make such allotment and pass such orders as he/ she may deem fit.
 8. Employees shall pay rent of the residence at the rate prescribed by the University from time to time.
 9. All gardens, trees, shrubs, hedges and grassy plots, within and outside the residence shall be maintained and be the property of the University and shall not be cut and removed without the written permission of the Estate Management authorities.
 10. The allottee shall pay to the concerned Departments/ Authorities/ Corporation, meter rent and consumption charges for the electricity, water, gas etc.
 11. The rent and other charges payable by the allottee shall be recovered from their salaries every month.

12. Families of married University employees living in the allotted houses who proceed abroad for training or higher studies (on duty leave), sabbatical leave or leave without pay can be allowed by the Syndicate to retain accommodation allotted to them for the period and on the terms as may be fixed by the Syndicate.
13. A retired University employee shall be allowed to retain the official accommodation for a period not exceeding two months.
14. A University employee, who opts to serve outside the University in Azad Kashmir, Pakistan or Abroad on getting leave without pay from the University upto a period of six months, may not be required to give vacant possession of the official residence. If, however, the period of leave without pay is more than six months, he/ she may be allowed to retain the residence for a maximum period of six months, if it is occupied by the wife, children or parents on payment of the amount equivalent to monthly deduction out of salary or cash payment being made by the allottee prior to his/ her proceeding on leave.
15. If an unmarried employee who has been allotted a house, proceeds abroad on study leave or otherwise, he/ she shall have to vacate the house and deliver its vacant possession to the Estate Management authorities before he/ she proceeds abroad.
16. In the event of dismissal, removal, resignation, transfer or retirement, other than voluntary retirement, the allottee shall be entitled to retain the accommodation, including accommodation occupied on self-hiring basis for a period not exceeding two months on payment of normal rent.
17. In the event of the death of an employee occupying a University residence, his/ her widow, widower children, parents, in-laws and other dependents, who were residing with him/ her prior to his/ her death, may be allowed to retain the residence for a period not exceeding six months.
18. An inventory of lights, sanitary fittings, fixtures, fittings and other moveable property in a house shall be prepared in duplicate by the Maintenance Cell. The employee to whom the house is allotted shall sign both the copies in token of receipt of these articles. One copy shall be retained by the allottee and the other shall be kept in the office of the Resident Officer. The allottee shall be responsible for the proper

care and preservation of the University property under his/ her charge, and shall be responsible for making good any damage done to it. At the time of termination of the allotment, the allottee shall have to hand over all moveable and immovable property in the same good condition in which it was given under his/ her charge.

19. No employee residing in a house at the Campus shall be allowed to keep milk cattle, goat or horse. Employees having pets like dogs, cats, birds etc. shall get them inoculated against rabies annually and shall submit certificate to that effect within fifteen days of the date of inoculation.
20. The Resident Officer may require any employee in possession of vicious pet, which is source of trouble for the residents, to remove it from the Estate within a week. Failure to comply with will result in cancellation of allotment.
21. Infringement of the above rules shall entail the cancellation of allotment and evacuation from the Estate. Any allottee who keeps illegal possession of the premises and fails to vacate within one month's notice shall be liable to pay punitive rent at such rate, not exceeding double the standard rent, as the Vice Chancellor may determine. Such charges shall be recovered from him/ her in cash or will be adjusted against his/ her superannuity benefits. Orders of the Vice Chancellor in this respect shall be final and binding.
22. Category wise priority lists shall be maintained for the allotment of accommodations by the Registrar/ Secretary House Allotment Committee.
23. The House Allotment Committee shall ordinarily decide all questions arising with regard to the interpretation of any provisions of these rules.
24. An appeal against the decisions of the House Allotment Committee in all matters shall be made to the Vice Chancellor, whose decision shall be final.
25. No one will be allowed to hire a house till such time any house lying vacant at the University/ College/ Campus Residential Colony is allotted/ occupied by the eligible employee.
26. The Vice Chancellor, on the recommendations of the Allotment Committee, may cancel the allotment of any employee for the reasons to be recorded in writing.

CHAPTER-3
ALLOWANCES, RESIDENTIAL ACCOMMODATION OF
PROVOST/ HOSTEL WARDEN AND SUPERINTENDENT

1. Provost/ Hostel Warden and Superintendent may be allowed allowance as prescribed from time to time along with rent free accommodation within the premises of the hostel. They will be entitled to get house rent as prescribed.
2. The Vice Chancellor may allow rent free accommodation to any employee of the University provided same is required in the interest of the University.