



**Birla Institute of Technology & Science, Pilani**  
Hyderabad Campus  
General Administration Unit

BITS/GAU/HAC/2026

04.02.2026

**NOTICE**

The House Allotment Policy has been reviewed and revised for enhanced clarity, fairness, and alignment with institutional needs, including streamlined House Allotment Committee (HAC) processes.

This policy takes immediate effect. All quarter allotment requests must adhere to the new guidelines. Find below the detailed policy.

**House Allotment Policy:**

This policy governs the allotment of institute residential quarters to teaching, and non-teaching staff, at the Hyderabad Campus based on eligibility criteria from the provided table and allotment priority mentioned below.

| Category of Staff  | Academic Level               | Type of Quarter |
|--------------------|------------------------------|-----------------|
| Teaching Staff     | Director                     | A               |
|                    | Level 15A, 15, 14A, 14, 13A2 | B               |
|                    | Level 13A1, 12               | C               |
|                    | Level 11, 10                 | D               |
| Non-Teaching Staff | Level 14A, 14                | B               |
|                    | Level 13A, 13, 12            | C               |
|                    | Level 11, 10, 09, 08         | D               |
|                    | Level 07, 06, 05             | E               |
|                    | Level 04 to 01               | F               |

**Quarter Change Requests**

Permitted for Academic Level upgrades or quarters below eligibility due to unavailability.



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## Allotment Priority

- Seniority (joining/promotion date, Academic Level).
- Sub-eligible quarters due to unavailability.
- Date of Joining (same promotion date).
- Critical medical needs.
- Institute critical needs (Director-determined).
- Current accommodation assessment.
- Structural instability (dampness, water/drainage issues needing major repairs).

Institutional requirements for an accommodation would override the above, as and when required.

## Occupancy Rules

- Staff must occupy allotted quarters promptly upon notification. Failure to occupy for any reason results in forfeiture of the opportunity to apply for new accommodation for **one** year, during which they must continue residing in their previously allotted quarter.
- However, staff accepting or expressing unwillingness to occupy a lower-category quarter than their eligibility may apply afresh for quarters matching their entitlement at a later date.
- Staff voluntarily relocating within the same quarter category by choice become ineligible for any further relocation within that category for at least **three** years.
- Employees surrendering their quarters voluntarily will not be considered for re-allotment for **three** years from the surrender date, except in cases of institute-permitted leaves.

## Committee Process

- The House Allotment Committee (HAC) reviews all applications, verifies eligibility against Academic Levels, assesses priority factors including medical needs and structural issues, and prepares detailed minutes of its meetings.
- HAC recommendations are forwarded to the Director, whose approval is final and binding.
- Allotments are provisional pending availability and subject to institutional overrides; if on-campus quarters are unavailable, equivalent off-campus accommodation will be provided.
- Applications must be submitted via prescribed forms, with HAC conducting periodic reviews to ensure fair and transparent implementation.

  
(V V S N Murthy)  
Deputy Registrar