

18 The Students' Hostels

18.1 General

18.1.1 There are seven hostels for the residence of post-graduate students. Vasant, Hemant, Shishir, Sharad and Grishm hostels are for male students, Saraswati for married students and Varsha hostel is exclusively earmarked for female students. The general management of hostels is vested in the Master of Halls of Residences, under the overall supervision and guidance of the Dean. The Master of Halls of Residences is assisted by Wardens (including a lady Warden), one Asstt. Warden and also by Student Prefects. The rule for residence in the hostels are given in the succeeding paragraphs. 'Hostel' would mean any residential accommodation provided by the IARI to a student on rolls, including Married Student's Apartments.

18.1.2 (i) Limited Hostel accommodation is available at IARI. Residence in hostels is subject to the availability of accommodation. Hostel stay may be restricted to maximum period of 2 years for M.Sc./M.Tech. (3 years for non-agriculture students) and 3½ years for Ph.D. students. The departmental candidates will be eligible for hostel accommodation provided they have not been allotted IARI accommodation or do not have their own houses in Delhi in his/her own name or that of his/her spouse.

(ii) The hostel charges shall be liable to change from time to time with the approval of the competent authority.

(iii) Without prejudice to the generality of the foregoing clause (i), the following principles shall be adopted in making allotment of the available accommodation to the Post Graduate students:

(a) Locally residing students shall only be provided accommodation in the students' Hostel unless all those coming from outside Delhi have been provided accommodation at the prescribed scale in the Hostels meant for them;

(b) After the students coming from outside have all been accommodated in the Hostel(s) meant for them, local residents may be allotted accommodation subject to availability as per the following criteria:

(i) Those admitted in an earlier year shall be treated as senior to those admitted in a later year;

(ii) Amongst those admitted in the same year, those living at a more distant place (ordinarily as per the address declared in their applications for admission) from the campus, shall receive preference. Regarding any question as to the relative distance of two or more places from the Campus, the Dean's decision shall be the final;

(iii) The MoHR may, in exceptional cases and for reasons to be recorded allot hostel accommodation to any student in relaxation of these principles. All such cases shall be reported to the Standing Committee on Students' Problems & Discipline, Welfare Board and Residences.

18.1.3 The students residing in the hostels shall be required to abide by the current hostel rules and other instructions issued by the hostel authorities from time to time. Any breach of hostel rules and of such instructions will render a student liable to disciplinary action.

18.1.4 On admission, each student shall deposit in the Post Graduate School Office the prescribed caution money for residence in the hostel. The allotment of rooms shall be made by the Master of Halls of Residences on receipt of memorandum of admission from the Dean's Office. No change of rooms shall be allowed without prior permission of the Master of Halls of Residences.

18.1.5 Students shall be required to check the furniture, fixtures etc. provided in the rooms allotted to them. They shall make proper acknowledgement of receipt of these articles by signing in a prescribed inventory maintained in the hostel office and shall be responsible for their safe custody. No item of furniture or any part thereof shall be moved from one room to another room or one part of the hostel to the other without the written permission of the Master of Halls of Residences.

18.2 Attendance

18.2.1 The gates of the Hostels shall be closed at 10.30 PM during summer and 10.00 PM during winter, and will be opened at 5.00 AM during summer and 6 AM during winter.

18.2.2 Students shall not remain absent from their rooms after 10.00 PM in winter and 10.30 PM in summer without prior permission of the Master of Halls of Residences. Late comers shall be required to sign in a separate register maintained for the purpose.

18.2.3 A student who wants to remain away from the hostel throughout the night or for a few days should inform in writing to the Master of Halls of Residences about such absence in prescribed slips to be supplied by the hostel office for this purpose. Students remaining absent without intimation shall be doing so at their own risk and the Institute authorities shall have no responsibility for such absence. They will be punished as per rule.

18.3 Leave of Absence

18.3.1 For leave of absence from hostels, students shall obtain prior permission of the Master of Halls of Residences, and the prescribed application forms for this purpose can be had from the hostel office during working hours.

18.3.2 In the case of a student remaining absent from the hostel without prior permission, the hostel authorities may open such rooms and get them vacated after preparing an inventory of the articles found in the room. However, no claim for the loss or damage to these articles shall be entertained.

18.4 Rules for Married Student's Hostel (Saraswati Apartments)

18.4.1 Allottees of married students' apartment shall be governed by the additional terms and conditions mentioned in Para 18.4.2 to 18.4.21.

18.4.2 A. Married foreign students:

- i) Where both husband and wife are IARI students,
- ii) Where either husband or wife is IARI student.

B. Ph.D. married students who have completed comprehensive qualifying examination:

- i) Lady married students with children but without spouse,
- ii) Others.

18.4.3 The allotment of apartment shall be made for one year and a half in the first instance and shall be extendable for another four months on the valid ground on written request from the student. The request for extension shall be made at least one month before the date of expiry of allotment.

18.4.4 The allotment shall stand automatically cancelled after 15 days of submission of thesis or taking temporary relief in case of thesis not submitted (applicable to Saraswati Apartment).

18.4.5 The allotment shall also stand cancelled if the family is away from the Apartment for more than 45 days (3 months in case of maternity).

18.4.6 Before allotment of married students hostel, the student(s) shall furnish a Marriage Certificate along with joint photograph of both husband and wife.

18.4.7 No allotment shall be made if spouse is employed. In case where the spouse is staying outside Delhi, the accommodation shall not be allotted.

18.4.8 The above condition (Para 18.4.7) will not, however, affect allotment as per Para 18.4.2 (B) (i) above.

18.4.9 The above guidelines shall apply to all married students (including those at IASRI) of the PG School. In order to check unauthorised stay in Saraswati Hostel, ₹ 100/- per day should be charged from a student for overstay for first thirty days, and thereafter ₹ 150/- per day should be charged for subsequent 30 days. The students should not be allowed to stay in the Hostels beyond the prescribed limit of 60 days as indicated above in any case.

18.4.10 For the purpose of allotment, a married student's family shall consist of only self, spouse and child(ren), if any.

18.4.11 Married students apartment shall not be allotted to a married student whose spouse does not ordinarily stay with the student. The MoHR will satisfy himself on the need and his decision will be final. However, a female married student having child(ren) to stay with her shall be eligible for allotment.

18.4.12 An M.Sc. student has to vacate the apartment at the end of M.Sc. programme even if he/she secures admission at the Post Graduate School for Ph.D. Such students in the event of Ph.D. admission will be issued enrolment card only when they surrender the existing accommodation provided to them.

18.4.13 An allottee shall have to occupy the apartment within 15 days of the issue of the allotment offer. He/she will, however, be required to intimate the date on which he/she would occupy the apartment. The apartment will be made available only when he/she brings the family. The details of the family (name, age, sex and relation) would be required to be furnished by each allottee.

18.4.14 If a married student has already been allotted accommodation in one married students hostel, normally a change to the other hostel shall not be permitted except in exceptional circumstances to be decided by the Dean on the recommendation of the Master of Halls of Residences.

18.4.15 On allotment of married students apartment, the student shall have to vacate single seated room, if in possession, within 3 days of the occupation of married students apartment, failing which, allotment of the married students apartment shall automatically stand cancelled.

18.4.16 In the event of relief from the Post Graduate School, the students shall vacate the apartment and produce documentary evidence thereof to the Post Graduate School before relief orders are issued by the Post Graduate School.

18.4.17 The allotment of apartments shall be made for one year and six months in the first instance which shall be extendable subject to availability of accommodation for another 4 months on valid ground and on written request from the student. The request for extension shall be made at least one month before the date of expiry of allotment. Normally no extension shall be given beyond this period except in very exceptional cases to be decided by the Master of Halls of Residences strictly on academic consideration and even then the further period of extension should not exceed two months in any case. An M.Sc. student has to vacate the apartment at the end of the studies, even if he/ she secures admission at the Post Graduate School for Ph.D.

18.4.18 The allotment of the apartment shall be considered on the basis of the year of admission and in case of tie, the allotment shall be made by draw of lots. On allotment, the students shall surrender their existing hostel accommodation, if any.

18.4.19 If a student's family is sent out of Delhi for more than 45 days, the apartment shall be surrendered and the student should take the accommodation in the other hostel. For retaining the apartment for 45 days during absence of the family, the occupants shall obtain prior permission from the Master of Halls of Residences.

18.4.20 *Charges:* The charges for the room is subject to periodical review and revision. The charges shall be deposited in the Syndicate Bank, Pusa Branch by the 10th of every calendar month and receipt to be shown to the Post Graduate Hostel Office for record.

18.4.21 Charges for the Saraswati Apartment will be as under:

- (i) ₹ 1000/- per month as hostel fee.
- (ii) Actual cost of consumption of electricity.

18.4.22 *Guests:* Guests of students (Families) can be accommodated in specific guest rooms earmarked in Hemant, Shishir, Varsha and Sharad Hostels, on payment basis as detailed below:

Name of Hostel	No. of Guest Rooms	Charges
1. Hemant	2 rooms (4 beds, two in each room)	} ₹ 75/- per day for each bed
2. Shishir	2 rooms (4 beds, two in each room)	
3. Sharad	2 rooms (4 beds, two in each room)	
4. Varsha (for girls)	2 rooms with one bed in each room	

Note: (i) Normally no guest shall be allowed to stay for more than 5 days, but in exceptional/unavoidable circumstances, they can be allowed to stay for one or two days beyond 5 days by the MOHR after consideration on merit. However, such requests will be entertained subject to the availability of guest rooms.

(ii) The same guest cannot be allowed to stay for more than 5 days as guest of some other student.

(iii) No guest shall be permitted in the room of students in any hostel without proper authorization from the competent authority. In case a student is found with unauthorized guest(s) in his/her room the following guidelines shall govern the penalty:

- a. He/She shall be imposed with a fine of ₹1,500/-, which shall be deducted from the fellowship of the student concerned. In case any student who is not drawing any fellowship, the amount of penalty shall be deposited by him with the Cashier, PG School within a week of the issue of order to this effect. A strict warning shall be issued with a copy to the personal file of the student concerned.
- b. In case of repeat of Breach of discipline by the student(s), besides penalty indicated above, a trimester should be dropped.

c. In case of third instance of Breach of discipline, name of the student should be terminated from the rolls of the PG School.

18.4.23 *Furniture:* Each student shall be provided with two cots, two chairs, one table, one book rack and one gas burner with cylinder. Payment for gas shall be made by individual student. If extra items of furniture are needed, the permission of Master

of Halls of Residences shall be taken and a nominal hire charge per item shall be levied for such purpose.

18.4.24 *Cooking and Washing*

- (i) Cooking shall be done on gas burners only.
- (ii) Washing of utensils and crockery shall be done only in bathroom.

18.4.25 *Possession and use of electrical appliances:* No allottee shall possess or use any electrical appliances like heater, cooking range, immersion rods etc. in the rooms. Violation of this rule shall result in a fine of ₹ 500/-, forfeiture of the appliances and cancellation of allotment.

18.4.26 The allotment of the apartments in Saraswati hostel (married students' apartments) is liable to be cancelled if the students do not comply with the terms and conditions of allotment.

18.4.27 The departmental students coming to headquarters from Regional Station/Sub-station of IARI for doing M.Sc./Ph.D. at this Institute shall be eligible for hostel accommodation. These students would be required to pay licence fee and also tuition fee for the period they continue to occupy the hostel accommodation.

18.5 Vacation of Rooms in the Hostel

18.5.1 No student is normally allowed to stay in the hostel during the summer vacation without the prior permission of the Master of Halls of Residences. Students desirous of staying in the Hostel during summer vacation shall pay a consolidated charge of ₹ 800/- (subject to revision) per month during the vacation in the first week of April and produce the receipt in the hostel office for record. The hostel office will send a consolidated list of students to Post Graduate School who have not paid summer vacation charges in the last week of April. Students staying in Saraswati Hostel will pay ₹ 1000/- per month during summer vacation (subject to revision).

18.5.2 Student leaving the hostel on long leave of summer vacation or proceeding to any sub-station for training must hand over the charge of their rooms to hostel office.

18.5.3 The student who have submitted their thesis may be permitted to retain hostel accommodation upto three months after the date of submission of thesis or upto seven days (15 days in case of foreign students) from the date of final *viva-voce* whichever is earlier on payment of water and electricity charges @ 300/- per month (subject to revision) subject to availability of hostel accommodation and provided they actually reside in the hostel. They shall not be allowed to continue in the hotel after they are relieved of studentship from the Dean's office or if their names are struck off from the roll by the Dean. Students desirous of staying in the hostel even after seven days of the completion of their *viva voce* shall be permitted to stay as guests for not more than 15 days.

18.5.4 While finally vacating the hostel each student must hand over the charge of the room and all hostel properties issued to him/her to the Caretaker/Assistant Caretaker and obtain a no dues certificate to the effect from the Master of Halls of Residences.

18.5.5 (i) Unless otherwise specially authorised by the Dean in any case, the allotment of hostel accommodation to a student/ex-student, as the case may be, shall stand cancelled in the following events:

- (a) On expiry of a period of three months from the date of submission of thesis or seven days (15 days in the case of foreign students) from the date of holding of final *viva-voce* examination, whichever is earlier.
 - (b) On removal of name, or on relief, from the Post Graduate School.
 - (c) On expiry of the period of allotment or extended allotment of hostel accommodation in Married Students' Hostel (*i.e.*, Saraswati Apartment) as prescribed in Para 18.4.17.
 - (d) On proceeding on leave or training to a sub-station for a period exceeding one month.
 - (e) On the Dean's permission being granted to vacate hostel accommodation on his/her request.
- (ii) A student/ex-student, as the case may be, whose allotment of hostel accommodation gets cancelled, in any of the circumstances mentioned in clauses (a) to (c) of the preceding sub-paragraph (1) shall be liable to pay a fine of ₹ 50/- per day of the first thirty days and thereafter ₹ 75/- per day for subsequent 30 day if the room is located in the Saraswati apartment and ₹ 20/- per day (subject to revision), if the room is located in any other PG Hostel, from the date of such cancellation of allotment, till the date on which he/she hands over, or causes the handing over the charge of hostel room and the hostel properties issued to him/her in the manner prescribed in Para 18.5.4 or on his/her failure to do so till the date of recovery of possession by other means.
 - (iii) An ex-student, who after appearing at the final *viva-voce* examination has been allowed to stay as a guest under rule 18.5.3, shall pay room charges (inclusive of water and electricity charges) @ ₹ 75/- per day if staying in any PG Students Hostels, which shall not exceed 15 days in any case.

If a student retains possession of the hostel room without authorisation by the Master of Halls of Residences during the summer vacation or while proceeding on leave or to a sub-station for training, he/she shall be liable

to a pay a fine of ₹ 5/- per day (subject to revision) for the entire period of such vacation.

- (v) In case of violation of hostel rules the matter will be referred to the Hostel Disciplinary Committee which will be constituted in each case by the Dean. In this Committee, the Master of Halls of Residences (MOHR) and Registrar will be permanent members and two senior faculty members will be nominated as Chairperson and another member. The Committee shall submit the report to the Dean.

18.5.6 If a student/ex-student whose allotment of hostel accommodation gets cancelled in any of the circumstances mentioned in Para 18.5.5 fails to vacate the hostel room and return the hostel property in his/her possession within 48 hours of such cancellation, the Master of Halls of Residences (notwithstanding the provision for the payment of overstaya charges by the student/ex-student) may at any time thereafter take appropriate steps with the help of the Hostel/ Security staff and the Police, where necessary, to open the Hostel room and get it vacated after preparing an inventory of the articles found in the room or take such other steps as they may deem necessary to recover the possession of the hostel room and the hostel property from him/her.

18.5.7 If in the opinion of the Dean, circumstances exist in which he considers that the stay of any student or students in the Hostel is not desirable in public interest, he may without assigning any reasons cancel the allotment of hostel accommodation of such student/students, and require the student(s) concerned to vacate the hostel forthwith and it shall be incumbent upon the student(s) concerned in such an event to hand over vacant possession of the hostel room and return the hostel property on the same day or within such period of time as may have been specifically mentioned in the Dean's order. Any violation of such orders, apart from attracting the imposition of the overstaya charges at the rates prescribed in Para 18.5.5(2) shall constitute misconduct on the part of such student(s) and render him/them liable to disciplinary action. The Dean may further cause the recovery of the possession of the room(s) concerned together with the articles of hostel

property issued to/in the possession of such student(s) in the manner prescribed in Para 18.5.6.

18.5.8 A student, aggrieved by the cancellation of his/her allotment and the consequential liability of payment of overstaya charges disciplinary action under Para 18.5.5, 18.5.6 and 18.5.7 supra may prefer an appeal to Chairman of the Academic Council. However, the filing of an appeal shall not unless the Chairman of the Academic Council specifically orders otherwise, imply the stay of the orders appealed against, not *per se* absolve the appellant (s) from the panel consequences thereof before or after the disposal of such appeal.

18.5.9 The following further guidelines shall be observed regarding the allotment of hostel accommodation to guests:

- (i) First preference shall be given to bonafide guests sponsored by students and participants of short-term training programme organised by this Institute; person officially sponsored by other sister associations/universities shall be given the next preference. No allotment shall normally be made to persons who come unannounced and seek accommodation at the eleventh hour. As far as possible, only those who have prior reservations shall be admitted to the hostels.
- (ii) As far as possible, the students who seek accommodation for guests arriving late in the night, shall collect the keys in advance from the hostel office after payment of guest charges so that the guest can collect the keys from the students concerned on arrival. The students concerned are, however, responsible to get the required entries made by the guest in the guest register maintained in the hostel office.
- (iii) No guests shall be admitted normally between 10 PM and 7 AM, unless there is prior intimation about their arrival.
- (iv) A uniform pattern shall be followed by fixing the check-in and check-out time at 12 noon. Room charges will be levied from 12 noon to 12 noon on the following day.
- (v) Non-Indian guests shall be required to furnish information regarding their nationality, passport number, period of stay in India etc.

- (vi) The guests should furnish clearly all the relevant information prescribed in the guest register.

18.5.10 Women are not allowed in the hostel room occupied by men and men are not allowed in the rooms occupied by the women. Such visitors (women/men) may, however, be received in the visitors room or reception room-ear-marked separately in each hostel. The Hostel Attendant shall call for the persons whom the visitor wishes to meet to the visitor's room itself. In the case of ladies hostel, men are not permitted to visit between 8.00 PM and 8.00 AM. A register may be maintained at the gate of each hostel and necessary entries relating to guests shall be made in this register. The hostel attendant shall be strictly instructed to enforce these rules. Any departure from these rules shall require prior approval of the Master of Halls of Residences. Any violation of these rules shall result in disciplinary action on the student(s) concerned.

Note: Lady guests should not normally be allowed to enter common rooms and dining hall of boys hostel and if any student wants to invite lady guests for lunch or dinner, prior permission of the Master of Halls of Residences should be obtained by him.

18.6 Electricity

18.6.1 Students are required to make their own arrangement for electric bulbs for their rooms. Use or possession of electric heaters or other electric appliances in the hostel rooms is not permitted. A fine of ₹ 500/- (under revision) shall be levied, the appliance confiscated for violation of this rule and cancellation of allotment.

18.6.2 Fans and lights in the rooms must be switched off before leaving the rooms.

18.7 Bicycle

18.7.1 Student shall be issued numbered tokens corresponding to their room number and no student shall be allowed to take out his/her bicycle without presenting the token at the gate. A limited supply of tokens for guests shall also be maintained and issued to bonafide guests.

18.7.2 Riding of bicycles, Scooter/Motor cycles in the corridors of the hostels is forbidden. Breach

of this regulation shall render and offender liable to disciplinary action.

18.7.3 All bicycles shall be kept properly locked.

The watchmen on duty are instructed to take possession of unlocked bicycles, which shall be released only with permission of the Master of Halls of Residences.

18.8 Telephones

18.8.1 Telephones are provided in each hostel for making local calls only during specified hours which shall be notified by the Master of Halls of Residences from time to time. The use of telephone for making trunk calls is not usually permitted.

18.8.2 Students wishing to make local telephone call would be required to pay the prescribed local charges to the attendants on duty. Coupons shall be available with the telephone attendants against payment.

18.8.3 The students are not allowed to get personal telephones in their rooms.

18.9 Common Room

18.9.1 Hostel common room shall remain open from 6.00 AM to 11.00 PM.

18.9.2 Furniture and other articles from the common rooms shall not be removed under any circumstances.

18.10 Boarding Arrangements

Norms, Guidelines and Rules for Boarding Arrangement in the Hostels

I. Membership

- a) The membership of the different messes run in the Post Graduate Hostel will be open to the resident students of the Post Graduate School. On admission, they will be required to pay an entry fee of not less than ₹ 30/- (non-refundable) and an advance equal to monthly charges accruing in the concerned mess (refundable after adjustment).
- b) On recommendation of the Mess Secretary, the Master of Halls of Residences after

satisfying himself that inclusion of an outsider will not jeopardise the interests of the existing members, may permit non-resident IARI PG students and IARI staff members only to take their meals in the particular mess.

- c) Each resident student is absolutely free to join any mess he/she likes; provided facilities are available in that mess to accommodate him. In case of difficulty, the Master of Halls of Residences should be approached. Any student who wishes to join a new mess should not have any arrears in any mess and will have to produce 'No-Due Certificate' from all existing messes, before the case is considered for membership in the new mess.

Note: (i) In case the mess has attained the maximum number, a priority list would need to be maintained by the Hostel office. All such applications will be submitted to Master of Halls of Residences and a copy endorsed to the Secretary of the concerned mess for priorities in the waiting list.

- (ii) If a member leaves the mess in the middle of the month, the advance paid will not be disbursed pending finalisation of the accounts for the month.
- d) A student will cease to be a member of the mess when :
 - (i) 'No Dues' certificate has been issued by the mess. The rules governing the mess are not abided by.
 - (ii) Payment is in default.

II. *Organisation of the Messes*

- a) There will be one Mess Secretary to supervise the mess. The tenure of the Secretaryship will be only one calendar month who will act as liaison between the Master of Halls of Residences and the members and shall be competent to issue "No Dues" certificate to members. The selection of the Secretary will be made by drawing lots in the General Body Meeting which will be called every six months and except in very special circumstances such as appearing in qualifying examination or proceeding on tour, no member will refuse to accept the responsibilities.

- b) The Secretary will furnish the list of members to the Master of Halls of Residences by 10th of each month.
- c) The Secretary will arrange to collect the mess charges, effect purchases, ensure supply of food to members maintain the accounts and prepare the final monthly account.
- d) The Secretary will also intimate the Master of Halls of Residences at the end of the month, the average charges per month for the meals. The secretary will have to display the accounts for the information and scrutiny of the members who will have free access to the vouchers for inspection, till the 10th day of the following month.
- e) The Secretary will be responsible to call and preside over the general body meetings, prepare the proceedings for display or the circulation amongst the members and implement them as desired by the general body. In case, there is any vital issue or departure from the set rules, the Secretary will forward a copy of the proceedings to Master of Halls of Residences for information and necessary action.
- f) General Body Meeting will be convened by the Secretary either on the last day of the month or on the first day of the following month to present the final account by the outgoing Secretary. The incoming Secretary will get the menu for the current month approved in the meeting.
- g) If the term of the Secretary is to be discontinued in the middle, the general body may elect by drawl of lots any other member as Secretary.
- h) (i) The cleanliness of the kitchen, stores and dining premises, will be the direct responsibility of the Secretary of the mess who will take suitable action against defaulter/mess staff.
 - (ii) The Secretary of the mess will be responsible for the maintenance and upkeep of the furniture and other items of stores belonging to the Institute and loaned out for the use of mess concerned. In case it is observed that

stores items issued on loan have been carelessly handled, the mess will have to bear the repairing charges. In case of closure of the mess, the facilities loaned to the mess will be handed over immediately to the Hostel office by the Secretary in whose tenure the closure of the mess comes up. Damages, if any, to stores belonging to the Institute will be evaluated and realised from all the members of the mess including the non-residents if they happen to be the members.

- i) Each member of the mess shall abide by the mess rules. In case of violation, the Mess Secretary may terminate the membership of any member in consultation with the general body and the Master of Halls of Residences. The Master of Halls of Residences or his representative should be present at such general body meeting.
- j) In the event of any dispute, the matter will be referred to the Master of Halls of Residences, whose decision will be a binding on all the members and employees.
- k) (i) A list of employees together with their full particulars as to identity, address etc. will be maintained by the Mess Secretary in the prescribed form and a copy of this list will be supplied to the hostel office. The particulars of such employees should be got verified by the local police authorities. Any change in the employees of the mess will be reported to the hostel office immediately, and in any case not later than seven days. In case any mess servant is removed from a particular mess for some specific reason, the intimation about the same will be furnished to hostel office so that hostel administration can inform other messes and ensure that the concerned servant is not employed by any other mess. No servant will be allowed to entertain any guest in the hostels.
- (ii) It will be compulsory for the mess servants to undergo quarterly medical examination to be conducted by the Institute's Medical Officer.
- (iii) All mess servants will be issued identity cards.

- l) All employees of the mess will be required to abide by and obey a code of conduct prescribed by the Master of Halls of Residences and as such other instructions/orders as are issued from time to time by the hostel administration in the interest of well-being of the inmates of the various hostels.

III. *General Rules*

- a) Each member will deposit the mess dues with Secretary by 10th of each month. The list of such members who fail to deposit the same by due date will be communicated by the Secretary to the Master of Halls of Residences who will in turn inform the Post Graduate School for taking steps to deduct the amount from the scholarship of the student/pay of staff members concerned.
- b) The resident student member who obtains 'No Dues' certificate will not have any say in the management.
- c) Persons absenting themselves for a month or more and not notifying their desire to discontinue as mess member shall continue to pay the establishment charges of the concerned mess.
- d) No individual member or any group has any right on the permanent and the consumable property of the mess. Due to any reasons at any time if the mess completely dissolves, the valuation of the mess property will be done and equally distributed amongst the existing members only with the consent of the Master of Halls of Residences.

Cooking in rooms is prohibited except in the married student's hostel. Defaulters shall be fined ₹ 100/-.

18.11 Miscellaneous

18.11.1 Notices for the guidance of the student shall be displayed on the hostel boards. Students are advised in their own interest to read the notices regularly; ignorance of regulations and instructions shall not be an excuse for non-compliance.

18.11.2 No club or society shall be formed and no meeting, except those of the Student's Union and

the Mess Committee, shall be held in the hostels nor shall outsiders be invited to such meetings without the permission of the Master of the Halls of Residences/Director. Facilities of the Institute and campus will not be available for meetings not approved by the Master of Halls of Residences/Director.

18.11.3 Parties or entertainment shall not be held in the hostels' premises without the permission of the Master of Halls of Residences.

18.11.4 No dogs or other pets or fire arms or personal telephone or air conditioner are permitted to be kept in the rooms.

18.11.5 The students shall keep their rooms clean and tidy. Strict cleanliness must also be observed

in bathrooms, kitchen, common room and dining rooms.

18.11.6 Possession or consumption of liquor and alcoholic drinks within the hostel premises is strictly prohibited.

18.11.7 All cases of illness must be reported immediately to the Wardens/Assistant Warden/Caretaker/Assistant Caretakers. In case of serious illness, the Master of Halls of Residences must be informed at once.

18.11.8 Students must not incur any debts. The hostel authorities shall not be responsible for any debts or dues to hostel messes, canteens etc., incurred by the student.