

STUDENT'S HOSTEL INFORMATION GUIDE

**NATIONAL INSTITUTE OF PLANT GENOME RESEARCH
NEW DELHI**

HOSTEL NORMS

IMPORTANT CLAUSES

I. OBJECTIVES OF HOSTEL LIFE ARE:

- (a) to ensure that the students are able to devote adequate time to their studies and research
- (b) to ensure that the students coming from different parts of the country learn to live together and strengthen their relations with mutual co-operation and goodwill: and
- (c) to develop a climate congenial for co-curricular and extra-curricular activities of students.

II. WARDEN(S) – DUTIES & RESPONSIBILITIES

- (i) The Warden in a hostel is the principal authority and executive in all matters relating to resident students' welfare, their discipline and messing as well as the administration and security of the hostel.
- (ii) He/She will supervise all matters concerning the functioning of the hostel.
- (iii) He/She shall keep close contact with the residents and shall pay attention to their health, hygiene and general life in the hostel.
- (iv) He/She shall ensure that the residents in his or her charge observe the hostel rules properly and maintain discipline and decorum.
- (v) He/She can impose fines (up to the limit set in the List of Rates) upon resident students or waive fines.
- (vi) He/She should be available in the hostel office twice a week at specified hours (to be notified in the hostel office) to attend to official business and to residents' problems.
- (vii) He/She will be responsible for the proper upkeep and maintenance of such properties of the concerned hostel as are under his or her charge.
- (viii) He/She will be responsible for the maintenance of imprest accounts and for the custody of imprest money.
- (ix) He/She will recommend refund of all kinds of security money.
- (x) He/She will allot hostel rooms and guest rooms and supervise them. (This function will not be delegated to any staff in the hostel).
- (xi) He/She will check the resident students register and the guest room register.
- (xii) He/She can permit stay of a resident students guest up to a period of 7 days.

- (xiii) He/She will take disciplinary action for keeping any unauthorized guest.
- (xiv) He/She will order double locking of rooms of resident students and their re-opening, when required.
- (xv) He/She will take action for the eviction of defaulting resident students in consultation with the Hostel Committee.
- (xvi) He/She will periodically verify the furniture and fittings of the hostel with the assistance of the Caretaker, and take action for their repairs/replacement or for obtaining additional furniture.
- (xvii) He/She will arrange disposal of old Newspapers and Magazines and ensure that the sale proceeds are deposited in the appropriate head of account.
- (xviii) He/She will ensure maintenance of discipline and decorum in the common room.
- (xix) He/She can permit the common room to stay open beyond the prescribed hour i.e. 10:30 p.m., on a special occasion.
- (xx) With the assistance of the Mess Committee, he/she will supervise the functioning of the mess and the working of the Mess Manager, Cooks and Helpers.
- (xxi) He/She will keep a watch over the cleanliness of the dining hall and the kitchen and of the food prepared.
- (xxii) He/She will conduct regular inspection of the kitchen room and the dining hall, especially when the residents take their meals.
- (xxiii) He/She will enforce discipline and decorum in the dining hall.
- (xxiv) He/She will ensure that stores are kept in good and efficient condition.
- (xxv) He/She can sanction mess rebate and lunch rebate in accordance with mess rebate rules.
- (xxvi) He/She will stop mess facilities in respect of residents defaulting payment of mess bills and recommend action for eviction.
- (xxvii) He/She will stop mess facilities in respect of those who have vacated the hostel or have been evicted.

III. HOSTEL LEVEL COMMITTEES – STUDENTS PARTICIPATION

(1) Hostel Committee

- (a) For the proper integration of the student's life, hostel will have a Hostel Committee consisting of Warden(s) and five members, to be nominated by the Warden(s) and with the approval of the Director.

- (b) Any vacancy in the Hostel Committee will be filled in by co-option by the Warden(s) in consultation with the members of the Committee and with the approval of the Director.

(c) **Functions of the Hostel Committee**

- (i) The Hostel Committee will actively participate in the routine functioning and organizing of all activities of the hostel to ensure smooth running of the hostel activities.
- (ii) The Committee will normally meet twice a month to discuss and mutually settle hostel affairs. The Warden(s) shall put on the Notice Board the minutes of the meetings.
- (iii) The Committee shall ensure that peace and order is observed at all times by the residents of the hostel.
- (iv) The Committee shall ensure that ragging in any form, use of narcotics, consumption of alcoholic beverages and gambling are prohibited.
- (v) The Hostel Committee will hold office as per period prescribed by the Competent Authority.
- (vi) The Hostel Committee and its members shall be subject to all rules/norms as residents of the hostel and shall be responsible for any violation of hostel rules, etc.

(2) **Mess Committee**

- (a) To assist the Warden, the hostel will have a Mess Committee consisting of

- (i) The Warden(s);
- (ii) Four members (preferably two vegetarians and two non-vegetarians) nominated by the Warden(s). Non-residents, casual students, Guests, etc. shall be excluded for the purpose of membership. One of these four members will act as the Mess Secretary to the Committee by rotation (with the periodicity of three months for each member) to be decided by the Committee itself;
- (iii) The nominated members will hold as per period prescribed by the Competent Authority.; and
- (iv) Any vacancy may be filled in by the Committee by co-option with the approval of the Director.

(b) **Functions of the Mess Committee**

The Committee will function in accordance with the rules laid down hereinafter. In general, the Committee will

- (i) Supervise the working of the mess;
- (ii) Ensure compliance with the mess Rules;
- (iii) Prepare the food menu to be adopted by the mess for each month in advance;
- (iv) Supervise individually and jointly the purchase of supplies for consumption in the mess to ensure that supplies are as per approved quality and quantities;
- (v) Suggest improvements in the quality of food served in the mess;

- (vi) Devise ways and means for achieving maximum economy, so as to avoid abnormal expenditure except on occasions of special dinner; and other such events.
- (vii) Arrange special dinners or other functions in the mess and fix the financial limit of expenditure to be incurred on such occasions.

(3) Mess Secretary

- (a) One of the four members of the Mess Committee will act as the Secretary to the Committee by rotation to be decided by the Mess Committee itself.
- (b) Duties of Mess Secretary:
 - (i) He/She will convene meetings of the Mess Committee in consultation with the Warden(s);
 - (ii) He/She will look after the quality of food and the general services rendered to the residents and bona fide guests in the dining hall;
 - (iii) He/She will put up the complaints of the students, if any, before the Mess Committee for redressal;
 - (iv) He/She will check the quality and quantity of stores received;
 - (v) He/she shall ensure that the expenditure of mess is kept within normal limits, except on occasions of special dinner, and other such events.
 - (vi) He/She will examine and countersign the monthly mess bill; and
 - (vii) He/She will discharge such other duties in connection with the mess as may be assigned to him/her by the Mess Committee/Warden(s).

IV. NORMS/PRIORITIES FOR ALLOTMENT OF HOSTEL ACCOMMODATION TO THE STUDENTS

- (1)** Students admitted to the full-time programme (Ph.D. Programme)

(2) Eligibility For Hostel Allotment

- (i) Students admitted to a full-time programme of study are eligible to apply for hostel accommodation. Students who accept employment (ad-hoc or temporary employment included) or join any course outside NIPGR in the course of their study will lose their entitlement to hostel entitlement. The students concerned shall be responsible to inform the hostel administration in this regard. Concealment of any information or failure to inform about joining of course outside NIPGR or undertaking employment and salary shall lead to disciplinary action, including eviction from Hostel.
- (ii) Allotment of the hostel generally shall be made on the double sharing basis.
- (iii) Allotment will be made on the basis of their application for hostel allotment to be submitted to the Hostel Warden(s).

- (iv) The Director may allot a seat/room to a student(s) on medical grounds keeping in view the seriousness of the ailment and merits of the case.
- (v) Students belonging to P.H. categories shall be given priority for hostel accommodation.
- (vi) No student is eligible for admission to the hostel room unless he or she deposits the currently applicable hostel dues with the Finance & Accounts Section of the Institute (See list of Rates)
- (vii) Receipts in respect of payment of hostel dues must be preserved and produced by the student when required.

(3) Procedure For Admission Into Hostel

- (i) A student seeking admission into a hostel will apply in writing in the prescribed form ([Form A](#)) – (Available in the office of the Warden(s)) to the Director of the Institute or to his authorized officer along with documentary evidence of registration for a Programme of study of the Institute.
- (ii) Fresh application will be required for re-admission to the hostel ([Form B](#)).
Note: A student rusticated or removed from hostel when becomes eligible for hostel re-admission, shall not be allotted the same room where he/she lived prior to such rustication/removal.
- (iii) The allotment of rooms will be made by the concerned Warden(s). No student shall be entitled to go to particular room as a matter of right. The Warden shall not delegate this authority to any other staff member, unless with prior written permission of the Director.
- (iv) The students are expected to take possession of the allotted room soon after allotment by the office, including depositing of the prescribed dues, but not later than five days of such allotment.

(4) Norms Governing Hostel Life

- (i) Allotment of a hostel room/seat shall not confer on the allottee (student) any right to tenancy or subletting and the Institute shall have every right to have the accommodation vacated/evicted in the event of breach of rules by the allottee.
- (ii) The residents should be back in the hostel latest by 10:30 p.m. Students who are found outside the hostel premises after the stipulated time and involve in any violence or otherwise disturbing the peace on campus and privacy of NIPGR community will be evicted from hostel forthwith apart from any other disciplinary action by the Institute.

- (iii) A resident who wishes to stay out late or to remain absent overnight shall inform the Warden(s) concerned in writing through the Scientist Incharge/Supervisor.
 - (iv) No non-resident visitor shall be permitted to stay in the rooms of the residents after 09.30 p.m.
 - (v) No female visitor including any girl student shall be allowed inside the Boys Hostel Wing and no male visitor including any male student shall be allowed inside the Girls Hostel Wing.
 - (vi) The residents shall make payment of all hostel dues at prescribed intervals and on demand.
 - (vii) Visitor's stay in a hostel room in the absence of the resident is strictly prohibited. Violators shall be treated as trespassers and shall be liable to be dealt with in accordance with law on the subject.
 - (viii) Normally, guests are not permitted to stay in the hostel at night. In exceptional cases, with the prior permission of the Warden, blood relations, ~viz. father, mother, brother, sister may be allowed to stay in the guest rooms as per rules.
 - (ix) Any resident lodging an unauthorized person shall be liable to fine and such other disciplinary action as may be decided by the Warden(s) or higher authorities. The relevant provision is reproduced below:
 "The hostel resident(s) on account of harbouring unauthorized person(s) in his/her room would be fined in the first instance Rs.1000/-. If found guilty second time, the fine will be Rs.2000/- and if found guilty for the 3rd time he/she will be evicted from the hostel".
 "It is also clarified that the Warden(s) will be competent to levy fines on the students for any breach of hostel norms/discipline up to Rs.1000/-. However, the fine for keeping unauthorized guest would be not less than Rs. 2000/- per unauthorized guest. In other words, for example, if a resident student is found keeping two unauthorized guest in his/her room, he/she would be fined at least Rs. 4000/- (i.e. Rs. 2000/- per guest)."
- Notwithstanding the above, the Director may take *suo moto* cognizance of any violation of rules or breach of discipline by any students and may impose fine/punishment as deemed fit for the subject.
- (x) The hostel administration reserves the right to deny entry into the hostel to any visitor if, in their opinion, the visit, including of any student's is likely to disturb peace and order in the hostel.
 - (xi) The residents will be given furniture in their rooms according to the prescribed scale. Demand for additional furniture will not be entertained.

- (xii) Every resident is responsible for the care of the hostel property he/she uses. Residents found responsible for any damage or loss of the hostel property will be charged individually or collectively, as the case may be and they will also be liable to disciplinary action. The decision of the Warden(s) will be final in this regard.
- (xiii) Residents shall switch off the lights, including table lights, fans and other electrical gadgets of his/her room while going out.
- (xiv) Use of air-conditioners, electric heaters and iron, by the residents is strictly prohibited. Use of desert coolers during summer may be permitted by the Warden on the request of the resident.
- (xv) Extension or alteration of the existing electric wiring or any fittings of any water or sanitary fittings by any resident is strictly prohibited.
- (xvi) Residents desirous of keeping expensive items, like personal computers, laptops, tape recorders, radio, camera, mobile set, etc. shall do so at their own risk and the Institute shall not be responsible in any manner for the loss of such items.
- (xvii) Residents shall not play any music or musical instruments in their room between 10:00 p.m. to 09:00 a.m. However, during the permitted hours, the residents shall keep the sound at a level, which does not disturb the other residents. Violation of this rule may result in a disciplinary action.
- (xviii) The residents must not remove any property from the dining hall, common rooms, or visitor's rooms or any other rooms of the hostels.
- (xix) The residents must not tamper with the electrical fixtures in their rooms in the hostel premises or use any an authorized electrical gadgets. Any violation will amount to breach of hostel rules.
- (xx) Cooking of food in the rooms is prohibited.
- (xxi) The residents should take care of their personal belongings and use their own locks in the rooms. The Institute shall not be responsible for any loss or damage of the personal belongings of the residents.
- (xxii) No resident is permitted to take away his/her belongings from the hostel premises without a proper gate pass issued by the Warden (s).
- (xxiii) The resident must not indulge in any act of intimidation or violence and drinking or riotous behaviour.
- (xxiv) Use of narcotics, consumption of alcoholic beverages and gambling in the hostel are prohibited.

- (xxv) The residents shall not hold any religious or political junction (other than related to students activities) within the premises of the hostel, except with the prior written permission of the Director.
- (xxvi) The hostel administration reserves the right to take disciplinary action, including eviction from the hostel, for violation on any of the rules.
- (xxvii) The Warden(s) concerned reserves the right to inspect the hostel rooms at any time.
- (xxviii) Pets are not allowed within the Hostel.
- (xxix) The Institute reserves the right to close any or all hostels suo moto.
- (xxx) Students/Residents shall not hold any meetings within the hostel premises unless with the prior permission of the Warden(s) of the Hostel concerned and such permission should be normally obtained at least 48 hours in advance of the meeting.

(5) Duration of Stay in the Hostel

- (i) Accommodation in the hostel is allowed initially for the concerned academic year and is subsequently renewed subject to the continuing registration and fulfilling academic requirements from time to time by the allottees. All occupants should subject themselves to the proof of registration and payment of all hostel dues every academic year, failing which he/she will be liable to be evicted as if he/she were not a registered student.
 - (a) The registered Ph. D. student can retain the hostel accommodation till one month beyond the date of their viva-voce, on payment of prescribed license fee.
 - (b) Registered Ph. D. students of the Institute required to visit the Institute for their viva-voce tests may be allotted accommodation in the hostel, subject to availability for a period not exceeding 7 days on payment of guest charges.
 - (c) Allotment of hostel accommodation during the academic session may be allowed subject to availability and based on the prescribed priorities.
- (ii) Students who have been granted zero semester by the Competent Authority of the Institute may be allowed hostel facility, subject to availability of seats.

(6) Vacation of Hostel Rooms- Procedure

- (i) Subject to the provisions contained in para (5) above, all students must surrender their rooms to the concerned warden(s), by the date on which they complete the normal period of stay in the hostel.
- (ii) Those students who discontinue their studies in the middle of a semester should submit an application for vacating the hostel in the prescribed Form ([Form C](#)) to the Warden(s) concerned at least four days in advance of the date of their leaving the hostel. Permission for vacating the hostel will be accorded by the Warden(s) concerned after the clearance of hostel and mess dues by the students concerned is submitted.
- (iii) Before vacating the hostel, each resident must hand over to the caretaker ([Form C](#)) the complete charge of his or her room with all furniture and fixtures in tact, and clear all hostel and mess dues. The resident students while vacating or on being evicted from the hostel rooms will have to pay the cost of article(s) found either missing or damaged, allotted in his/her name, keeping in view the original price of the article(s) minus depreciation value, as may be decided by the Warden(s) of the Hostel concerned.
- (iv) Failure to vacate the hostel room by the due date will render the resident liable to disciplinary action or fine or both and eviction procedure shall be initiated against the student.
- (v) The Institute reserves the right to close the hostel suo-moto.

(7) Procedure for Eviction

- (i) A resident may be evicted from the hostel for any breach of disciplinary norms of hostel or mess rules or if not conforming to academic requirements as stipulated in the Academic Ordinance of the Institute or otherwise notified by the Institute.
- (ii) The Eviction process will be initiated by the Warden(s) in consultation with the Hostel Committee.
- (iii) Before eviction, the resident concerned will be served with a 5 days Eviction Notice by the Warden(s) so that the resident is informed of the proposed action and could take care of his/her personal belongings lying in the room, and vacates the room on or before the date fixed for eviction.
- (iv) If the resident does not vacate by the date specified in the notice for eviction, the lock of the room will be broken open in the presence of:
 - a) The Warden(s);
 - b) The Security Office or his representative; and
 - c) The Caretaker

For this purpose, the Warden(s) will inform the concerned officers, in advance.

- (v) Where the second roommate is affected by eviction of the defaulting resident, the second roommate will be accommodated by the Warden(s) in other room(s) as may be possible.
- (vi) If, on breaking open the lock, any personal belongings of the defaulting resident are found in the room, these shall be listed over the signature of all those present at the time of eviction and disposed of by the hostel administration in whatever manner it may deem fit. The hostel administration will not bear any responsibility whatsoever for any loss or damage of such personal belongings. The amount, if any, earned by disposing of the personal belongings, will be deposited in the General Fund of the Hostel.
- (vii) If any furniture articles/fixtures allotted to the student found missing or damaged, the cost of article or damages to articles shall be recovered from the student, keeping in view the original price of the article minus depreciation value, as may be decided by the Warden(s).

(8) Refund of Mess Security

- (i) A student vacating or on being evicted from the hostel and desiring refund of security money will apply to Warden in the prescribed form (**Form C**). The Warden will send it to the office with his recommendation and expenditure sanction.
- (ii) The student will also obtain no dues certificate from the Caretaker, Mess Manager and the Cashier in Form C. This will be retained in the personal file of the student.
- (iii) After adjusting/recovering the amount due from the student, whether on account of mess dues or furniture items, etc. contingent bill for refund of security will then be prepared by the Cashier, the bill will be checked by Office Incharge and the amount refunded to the student under his/her dated signatures.
- (iv) A note of refund made to the student be kept by the Cashier in the student's personal file and attested by Warden with signature and date.

(9) Issue of Gate Pass-Procedure for taking out articles from Hostel

- (i) No articles shall be allowed to be taken outside including personal belongings of students unless a proper gate pass prepared, in duplicate, by the Caretaker and signed by the Warden is produced to the Security Guard on duty at the hostel gate.

- (ii) A copy of the gate pass will be retained by the Security Guard for record and second copy to be handed over to the concerned student.
- (iii) Any lapse will be viewed seriously and disciplinary action will be taken.

V. OBJECTIVES OF HOSTEL MESS

- i) to ensure that students get a balanced diet at a reasonable cost;
- ii) to foster a climate where the students with different creeds, languages and food habits sit and eat together harmoniously in a common mess.
- iii) to cultivate amongst the students a spirit of co-operation and tolerance; and
- iv) to develop in the students a capacity to manage the day to day affairs of the mess on a democratic basis

(1) Organisation Of The Mess

- (i) The mess will be managed by the Mess Committee with the assistance of the Hostel Committee.
- (ii) The Mess Secretary will be responsible for proper administration and maintenance of discipline and account in the hostel mess.
- (iii) The Mess Committee shall be responsible for observing purchase procedures & maintenance of records as per rules.

(2) Eligibility For Joining The Mess

- (i) All bona fide Ph.D. students of the Institute who have been allotted seats in the Institute hostel will be members of hostel mess. In exceptional cases, the Warden(s) may grant mess facility to other bona fide students of the Institute whose applications for hostel admission are under consideration. Such students will be non-resident students, and will not stay inside the hostel by virtue of mess facility.
- (ii) Joining of the mess is compulsory for the residents and they will be charged for all the meals, whether they actually take or not.

(3) Enrolment In The Mess

- (i) Before a student is enrolled in the mess, he/she will deposit in cash with the hostel cashier ([Form D](#)) the amount set out in List of Rates.
- (ii) Upon depositing the amount, the student will get a receipt from the Cashier. The student will show the receipt to the mess Manager. The Mess Manager after checking the receipt and also after examining the list of hostlers available with him/her or the caretaker enrolls the student in the mess and includes his/her name in the diet registers.

(4) Diet Register

- (i) An account of the diets taken by each member of the mess is maintained in a bound register (**Form E**) wherein are entered date-wise the meals taken by the member.
- (ii) Before taking a meal, each student will sign the register in the dining hall. Failure to sign the register will not absolve the student of the liability to pay meal charges.
- (iii) At the end of each month, the Mess manager will work out of the total meals, special dinner, etc. taken by a student and calculate the mess charges accordingly.
- (iv) Entry regarding stoppage of food should be made in the Diet Register with Red ink by the Mess Manager duly counter-signed by the Warden(s) and similar procedure be observed when Food facility is restored to defaulters.
- (v) The Mess Manager will prepare individual mess bills in triplicate with reference to the Diet Register. The bills shall be checked by the Office Incharge and generally examined by the Mess Secretary. The amount to be realized from each resident should be expressed in whole rupees, paise below 50 being ignored and 50 paise and above being rounded off to the next higher rupee.
- (vi) The Mess Manager will ensure that the residents may be given a minimum of seven days time to pay the mess charges from the date of issue of the final mess bill. If the bill remains unpaid till the seventh day, the meals of the resident be stopped.

(5) Dining Hall

- (i) The residents shall take their breakfast normally from 07:30 a.m. to 09:00 a.m.; lunch from 1:00 p.m. to 2:30 p.m. in the daytime; and dinner from 08:00 p.m. to 09:45 p.m. No meals shall be served after the above timings.
- (ii) Each resident student, his/her guest, if any, will have to take the meal in the dining hall. Sick students may be allowed to have sick diet in their rooms with permission of the Warden(s), if the student is not able to eat in the dining hall. In no other case, students will be allowed to take the mess food outside the dining hall.
- (iii) All residents and guests should come to the dining hall properly dressed.
- (iv) Self-service system will be followed in the mess. Students can collect their share of food from the counter in the dining hall after signing the daily diet register, available with the mess manager. If they need more of certain items, it will be provided at the dining table by the Helpers.
- (v) Impersonation i.e. eating or signing the diet Register for bona fide student, is prohibited and defaulter will be dealt with as per norms, including lodging an FIR for the offence.

- (vi) Only one resident may eat from one plate or thali. For more than one person to eat from one plate or thali is prohibited.
- (vii) The residents are expected to behave with the Mess Manager and the mess staff with proper decorum and must not enter into any altercation with them. If they have any grievance, they may record the matter in the suggestions book, and the Mess Secretary will bring it to the notice of the Mess Committee.
- (viii) Smoking or taking alcoholic drinks in the dining hall is strictly prohibited.
- (ix) Student must not take mess utensils out of the dining hall.
- (x) Students should not waste food.
- (xi) Students should observe cleanliness in the dining hall.
- (xii) Students must not ask mess employees to prepare special dishes for them.
- (xiii) Students and others not on duty must not enter the kitchen.
- (xiv) Dining hours will be as fixed by the Warden(s) in consultation with Mess Committee.
- (xv) Students including their guests, if any, should adhere to the set timings scrupulously. No complaint will be entertained if a student fails to report within the fixed hours.
- (xvi) To use the dining hall of hostel for purposes unrelated to the mess requires prior permission of the Warden(s).
- (xvii) Any breach of the above rules will render the student liable to find and/or disciplinary action including expulsion from the hostel, removal from the Institute, etc.

(6) General Instructions For Food Handlers/Mess Workers

Food sanitation is directly dependent upon the state of personal hygiene and habits of the personnel working in the food establishment. All those who participate in food handling, utensils and dish washing should observe the following instructions.

- (i) The food handlers must scrub and wash their hands with soap and water immediately after visiting a lavatory and so often as necessary at other times before handling food.
- (ii) Fingernails should be trimmed periodically and should be kept free of nail dirt.
- (iii) They should cover their heads so that loose hair does not get entry into foodstuffs.

- (iv) They must not cough or sneeze in the vicinity of food. They should cover their face to prevent droplets falling on food.
- (v) They should not smoke in food premises.
- (vi) Licking fingers to taste food must be avoided.
- (vii) Known cases suffering from pulmonary tuberculosis, diarrhea, dysentery, typhoid fever, viral hepatitis and persons with wounds, discharging ears, boils and other skin infections should not handle food or utensils.
- (viii) All mess workers shall report for medical examinations as and when required by the hostel administration.
- (ix) The mess staff will, at all times, extend and maintain courteous and respectful behaviour towards the residents as well as guests of the residents under any circumstances.
- (x) Grievances, if any, may be conveyed by the Mess Manager to the Mess Secretary & further, if the need be, to the Warden.
- (xi) The Mess Worker/Mess Manager will ensure that above instructions are followed by the mess workers.

(7) Menu Of The Mess

- (i) The hostel Mess Committee will decide the food menu of the mess every month in advance after taking into account the availability of seasonal vegetables and fruit, eating habits of the residents who have come from different parts of the country and the paying capacity of the members. Care should be taken to prescribe a balanced diet at a reasonable price.
- (ii) The menu so decided should be displayed in the dining hall and one copy given to the Mess manager who will ensure its strict observance.
- (iii) If due to non-supply of the required vegetables, etc. the menu decided by the Committee needs a change, the Mess manager will immediately bring it to the notice of the Mess Secretary.
- (iv) A student who has fallen sick may give a written requisition to the Warden(s) for supply of special diet subject to the convenience of the mess and availability of foodstuff, the Warden(s) may authorize the supply of a special diet to the student.
- (v) Subject to the availability in the mess, a student who asks for any extra item at breakfast may be supplied with it at such extra charges as may be fixed from time to time. The Mess Manager will keep an account of such extra messing in the diet register, which should be signed by the student concerned. Charges for extra

messaging will be recovered from the concerned students along with monthly mess dues.

(8) Mess Rebate

(i) **Full Mess Rebate:** A member is also allowed full rebate with the permission of the Warden(s) if he or she is not able to take meals in the mess for a minimum of four consecutive days for any of the following reasons:

- (a) if sick when no special meal can be served to the student by the Mess, provided the students concerned submits a prescription to this effect from the treating Doctor to the Warden(s) concerned; or
- (b) if, with the permission of the Supervisor and the Director, as the case may be;
 - i. proceeding on field work (exact place and duration of the field work to be mentioned with dates) duly recommended by the Supervisor. Any extension, thereafter, may be granted only on the recommendations of the Supervisor, provided the request for extension is received in advance;
 - ii. going out of station for an academic event, for an approved excursion, or sports event, exact duration of the mess rebate to be given with dates in the application for mess rebate, provided such requests are recommended by the Supervisor, as the case may be;
- (c)
 - (i) during vacation;
 - (i) in connection with natural calamity;
 - (ii) in connection with medical emergencies of student or his/her parents, death in the family, marriage of a member of his/her family. For the purpose of this clause, family includes brother, sister, son/daughter (including step and adopted ones)

Total duration of mess rebate in cases under clause (c) (iii) above, shall not exceed a total period of 15 days in a semester or under exceptional circumstances, it may be extended to 30 days. For this purpose, the hostel will maintain proper records.

- (ii) Rebate is allowed only once in a month except for sick students.
- (iii) Mess rebate will not be granted with retrospective effect.
- (iv) A student seeking mess rebate will apply in (**Form F**) to Warden(s) at least 24 hours in advance, duly recommended by the Supervisor where necessary, failing which rebate will not be allowed.
- (v) In case a student on rebate moves out of town and cannot return in time for some valid reasons, he /she must inform the Warden(s) immediately by telegram, or letter sent by registered post or under certificate of posting requesting extension of the mess rebate period. In such cases, extension may be granted by the Warden(s), if satisfied on the genuineness of the case.

- (vi) If sanctioned mess rebate and not likely to return to the hostel before the last due date for the mess bill of the previous month, a student must, before leaving, deposit in advance an amount equal to the current rate for mess advance towards mess dues, failing which he/she will be liable to the penalties specified for delayed payment of mess dues.
- (vii) Warden(s) is empowered to sanction rebate to any student on grounds specified in para 8 (i) above.
- (viii) In addition to above, hostel residents for two consecutive days in a fortnight (monthly basis) may be allowed mess rebate for full day meals with prior written permission (at least 24 hours in advance) of the Warden.

(9) Payment Of Mess Bills

- (i) The Mess Bill must be paid by the 8th of the month following the month to which the Bill relates.
- (ii) Subsequently, a fine of Re. 80/- each day of default shall be payable up to last day of the month. The fine shall, however, continued to be levied on the defaulting student till the date either he/she is evicted from the hostel or his/her dues are regularized by the Hostel authorities. (All such residents who do not pay Mess Bills by 8th may be notified that in the event of their Mess Bills remaining unpaid, their rooms are liable to be double locked and meals stopped and this may ultimately lead to their eviction from the hostel. A copy of the notification will also be sent to the Hostel Committee President for information).
- (iii) If the bill remains unpaid till the last day of the month, room be double-locked and eviction process initiated.
In all such cases where bills remained unpaid till the last date of the month, the resident may be readmitted on payment of Rs. 250/- as readmission fee + all other pending dues.
- (iv) Provided that the Warden(s) may, at his/her discretion, waive the re-admission charges on such ground, as he/she may deem fit on an application made by the member.
- (v) The amount of Mess Bill, along with fine and readmission charges, if any, will be deposited by the member with the Cashier.

(10) Defaulters List

- (i) On the 8th of the month following the month to which the mess bill relates, the Mess Manager will prepare a defaulters list which, after checking by the Mess Secretary will be sent to the Warden (s) for stopping meals of the defaulter and also for double-locking of his/her room. The Mess manager will keep a note of the meal in the diet register.

- (ii) After the last day of the month, the defaulter is liable to be evicted without further, notice.

(11) Telephone Facility For Students

The hostel residents shall be provided with telephone facility at the hostel gate as decided by the Institute from time to time.

(12) Recreational Facilities/Common Room Facilities

- (i) The hostel will have a common room for the use of residents and bona fide guest. The common room provides facilities for few indoor games and is supplied with magazines/newspapers.
- (ii) In the hostel, the common room will be run by the Caretaker(s) appointed with the approval of the Competent Authority.
- (iii) The hostel is permitted to purchase magazines/newspapers, for an amount within the specified limit.
- (iv) The magazines or the newspapers to be purchased will be decided by the Hostel Committee in consultation with the Warden(s).

VI. UPKEEP AND MAINTENANCE OF HOSTELS, SANITATION & CLEANLINESS OF HOSTELS

- (i) The Warden(s) with the assistance of the Sanitary Guide and the Caretaker, will keep a proper watch over the sanitation and cleanliness of the hostel. Each Safaiwala will be allotted a certain number of rooms and other areas to be cleaned daily. The concerned Safaiwala will obtain the signature of the residents every day for having cleaned the rooms.
- (ii) The Caretaker has to inspect his hostel at least once week thoroughly and record any defects etc. in the Caretaker's register.
- (iii) Once a week the Caretaker has to come to work at 8:00 a.m. to locate leakages in water pipes, blockage of drainage, etc.
- (iv) **Reporting of Electrical Complaints:** A resident reports urgent complaints, like "no current" or "fan not working" directly to Electrical Enquiry in its complaint register. For other complaints, the Caretaker will report to Electrical Enquiry in its complaint register.
- (v) **Reporting of Civil Complaints:** Caretaker will report civil complaint to the Enquiry. Caretaker will keep a check on whether the items reported have been attended to or not.
- (vi) If a complaint is not attended to within a reasonable time, the Warden(s) may bring it to the attention of the appropriate Junior Engineer.

VII. GRIEVANCE REDRESSAL MECHANISM IN HOSTEL

- (i) Hostel in the Institute exist to provide conditions of congenial living to the students, within the constraints of resources and personnel. Routine matters pertaining to the provision of facilities for the day-to-day running of the hostel, therefore, should be attended to by the existing hostel authorities. Redressal of grievances through the proposed special mechanism should be viewed as a last resort.
- (ii) Any grievance from a resident student or students in the first instance be referred to the concerned warden(s) who will, depending upon the nature of the grievance ensure that it is processed by him/her as speedily as possible and in no case later than a fortnight from the date of receipt.
- (iii) In case the resident student or students is/are not satisfied with action taken by the Warden(s), the students, as the case may be, are free to bring the grievance in writing to the notice of the Grievance Redressal Committee of the Hostel nominated by Director.
- (iv) The Grievance Redressal Committee shall ensure that the grievances referred to it are processed as speedily as possible and in no case later than 14 days from the date the complaint is lodged in writing.
- (v) The decision of the Grievance Committee shall be final.
- (vi) The Committee shall formulate its own procedure.
- (vii) The term of the Committee shall be two years.
- (viii) Questions relating to structure of the hostel administration, including Rules and Regulation governing the hostel, will be outside the purview of the Grievance Redressal Committee.

VIII. GENDER SENSITIZATION COMMITTEE AGAINST SEXUAL HARASSMENT (GSCASH)

It is the policy of the Institute that no member of the Institute community may sexually harass another. Any employee or student may be subject to disciplinary action for violation of this policy.

Unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of sexual nature constitute sexual harassment when:

submission to that conduct is made either explicitly or implicitly a term or condition of an individual's employment of education;

submission to or rejection of such conduct is used as a component of the basis for employment or academic decisions affecting that individual; or

the conduct has the purpose or affect substantially interfering with an individual's work or academic performance or creating an intimidating hostel, or offensive employment, educational or living environment.

Examples of sexual harassment may include, but are not limited to the following:

- unwelcome sexual propositions;
- sexually graphic comments about a person's body;
- unwelcome touching, patting, pinching or leering; and
- persistent, offensive and unwelcome sexual jokes and comments.

Sexual harassment is illegal as per the guidelines laid out by the Supreme Court of India.

It is also unlawful to retaliate against an employee or student for filing a complaint of sexual harassment or for co-operating in an investigation of sexual harassment at the Institute, sanction for sexual harassment may include the full range of disciplinary action up to and including removal from the Institute.

The Committee functions throughout the year. At least 50% of the members of the Committee, including the Chairperson, are the women. The functions of GSCASH include undertaking sensitization programmes, crisis management and mediation, and conducting enquiries into specific instances of sexual harassment. The confidentiality and safety of the complainant are given top priority.

Members of the Committee may be contacted in case of complaints.

IX. RULES OF DISCIPLINE AND PROPER CONDUCT OF STUDENTS OF THE INSTITUTE

- (i) These Rules shall apply to all students of the Institute whether admitted prior to the commencement of these Rules or after the commencement of these Rules.
- (ii) Any breach of discipline and conduct committed by a student inside or outside the NIPGR campus shall fall under the purview of these Rules.

(A) Categories Of Misconduct And Indiscipline

Category – I

- (i) All acts of violence and all forms of coercion such as gheraos, sit-ins or any variation of the same, which disrupt the normal academic and administrative functioning of the Institute and or any act, which incites or leads to violence.
- (ii) Gheraos, laying siege or staging demonstrations around the residence of any member of the Institute community or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.
- (iii) Sexual harassment of any kind, which shall also include.

Unwelcome sexual propositions/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering of parts of the body or persistent offensive or unwelcome sexual jokes and or comments.

Category – II

- (iv) Committing forgery, tampering with the identity card of Institute records, impersonation, misusing Institute property (movable or immovable), documents and records, tearing of pages of, defacing, burning or in any way destroying the books, journal, magazines and any material of library or unauthorized photocopying of possession of library books, journal, magazines or any other material.
- (v) Hunger strikes, dharnas, group bargaining or any other form of protest by blocking entrance or exit of any of the academic and/or administrative complexes or disrupting the movements of any member of the Institute community.
- (vi) Furnishing false certificates, or false information in any manner to the Institute.
- (vii) Any act of moral turpitude.
- (viii) Eve-teasing or disrespectful behaviour or any misbehavior with a girl student, woman staff member/visitor.
- (ix) Arousing communal, caste or regional feelings or creating disharmony among students.
- (x) Use of abusive, defamatory, derogatory or intimidatory language against any member of the Institute community.

- (xi) Causing or colluding in the unauthorized entry of any person into the campus or unauthorized occupation of any portion of the Institute premises, including halls of residences, by any person.
- (xii) Unauthorized occupation of the hostel rooms, unauthorized acquisition and use of Institute furniture in one's hostel room or elsewhere.
- (xiii) Indulging in acts of gambling in the Institute premises.
- (xiv) Consuming or possessing dangerous drugs or other intoxicants in the Institute premises.
- (xv) Damaging or defacing, in any form, any property of the Institute, property of any member or the Institute community.
- (xvi) Not disclosing one's identity when asked to do so by a faculty member or, employee of the Institute who is authorized to ask for such identity.
- (xvii) Improper behaviour while on tour or excursion.
- (xviii) Blockade or forceful prevention of any normal movement of traffic, violation of security, safety rules notified by the Institute.
- (xix) Any other offence under the law of land.
- (xx) Ragging in any form.
(the act of abuse by spoken words, email, post, public insults, which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student; any act of physical abuse including all its variants: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person; any act by student that prevents, disrupts or disturbs the regular academic activity of any other student and exploiting students for completing academic task assigned to an individual or a group and their financial extortion. **The list is only indicative and not exhaustive.**)
- (xxi) Accommodating unauthorized guests or other persons in the halls of residence.
- (xxii) Engaging in any attempt at wrongful confinement of any member of the faculty; staff, student or anyone camping the campus.
- (xxiii) Any intimidation of or insulting behaviour towards a student, staff, or faculty or any other person.
- (xxiv) Any other act, which may be considered by the Director or any other competent authority to be an act of violation of discipline and conduct.

(B) Punishment

The competent authority may impose any of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct mentioned in Category-I or Category-II as the case may be,

Category – I

- (1) Cancellation of admission or withdrawal of degree or denial of registration for a specified period
- (2) Rustication for one year and/or declaring any part of the Institute campus out of bounds
- (3) Expulsion

Category – II

- (1) Admonition/ Reprimand.
- (2) Fine up to Rs. 10,000/-
- (3) Recovery of any kind, such as scholarship/fellowship, any dues, cost of damages etc.
- (4) Withdrawal of any or all facilities available to a student as per Institute rules (such as hostel accommodation, bus pass concession, etc.).
- (5) Stoppage of any or all-academic processes.
- (6) Declaring any Halls of Residences, premises, building or the entire Institute campus out of bounds to any student.
- (7) Rustication up to six months.

(C) GENERAL

- (1) No punishment shall ordinarily be imposed on a student unless he/she is found guilty of the offence for which he/she has been charged or any other inquiry after following the normal procedure and providing due opportunity to the student charged for the offence to defend himself/herself.
- (2) In case the Director or any competent authority is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists against a student, he may order suspension of the student including withdrawal of any or all facilities available to a bona-fide student pending any other inquiry.
- (3) Notwithstanding any punishment mentioned in Rule (B) above, the Director may keeping in view the gravity/nature of misconduct/act of indiscipline, the manner and the circumstances in which the misconduct/indiscipline has been committed, award a punishment in excess of or less than or other than what has been mentioned thereon for reasons to be recorded.

(D) INTERPRETATION

In case any dispute arises with regard to the interpretation of any of these Rules, the matter shall be referred to the Director, whose decision thereon shall be final.

General instructions/information

Medical Emergencies

Urgent medical attention may be required in the following circumstances:

- ❖ fever 38.8°C (102° F) or above;
- ❖ high fever with chills, vomiting, severe headache, irrelevant and incoherent speech with loss of consciousness;
- ❖ acute breathlessness;
- ❖ acute pain in the chest;
- ❖ sudden loss of consciousness;
- ❖ too frequent vomiting or loose stools, or both leading to dehydration;
- ❖ colic pains;
- ❖ epileptic seizures;
- ❖ fractures etc.

First aid firsts

Minor Cuts and Abrasions

Wash well with soap and running water. Cover the area with a sterile gauze and cotton. Bandage the part.

Burns

Immerse the burnt area in cold water or give cold compresses immediately. Contact nearest hospital immediately.

Fever

Use 500 mg. Paracetamol every 6 hours. Tepid sponging when needed.

Sprains and Bruises

Apply ice or cold water compresses to the injured areas. Do not heat.

Dog-bite

Wash the wound with soap and running water for a few minutes. If soap is not available, flush the wound with plenty of water. Apply antiseptic lotion. Dettol/Savolon/Spirit in the dilutions recommended. Do not cover the wound. Suturing is not advised. Seek immediate medical help.

DISCLAIMER

The above information/guidelines & instructions are only illustrative/indicative and not exhaustive. No representations, warranties or guarantees what so ever are made as to the accuracy, adequacy, correctness, completeness, reliability, suitability or applicability of the information to a particular situation or a person. All the information is provided in "as-is" and "as available" basis and all the warranties, expressed or implied, are disclaimed. The information is provided with the understanding that the Institute shall not be liable or responsible to any person or entity for any loss or damage caused, or alleged to have been caused, directly or indirectly, by or from the information or ideas contained, suggested or referenced above.

LIST OF RATES (SUBJECT TO REVISION FROM TIME TO TIME)

Items	Rate
Mess Admission Dues Admission Fee * Re-admission Fee Mess Security (Refundable) * Mess Advance *	 Rs. 500/- Rs. 250/- Rs.1,000/- Rs. 2,500/-
Hostel Admission Dues Hostel Security (refundable) * License Fee for Hostel accommodation for Ph.D. students of the Institute	 Rs. 1,000/- Rs. 100/- p.m. each student (twin sharing) Rs. 200/- p.m. each student (single occupancy)
Fine for late payment of mess bill	Rs. 80/- per day
Readmission fee (Hostel Accommodation)	Rs. 200/-

* Fees to be deposited before taking possession of the allotted room.

Circular

Subject: Student's Hostel allotment guidelines –regarding.

The matter regarding accommodation in respect of researchers who visit the Institute for short duration as a part of their collaborative research or for exploring collaborative research with the Institute, has been engaging the attention for quite some time.

In this regard, it has now been decided that such researchers may be allowed accommodation in the student's hostel, subject to availability and for a maximum duration of three months. The monthly rent/fee of ₹500/- on twin sharing basis and ₹1,000/- on single occupancy basis for each researcher has been fixed in this regard. The researcher shall also have to make an advance payment of ₹1,000/- (refundable) towards mess services before taking possession of the allotted hostel accommodation.

This issues with the approval of the Competent Authority.


(SANDEEP DATTA)
Manager

Distribution:

1. Hostel Warden (Boys & Girls), NIPGR
2. All Scientists, NIPGR
3. Finance Officer, NIPGR
4. PS to Director for kind information of the Director
5. All Notice Boards

राष्ट्रीय पादप जीनोम अनुसंधान संस्थानएए नई दिल्ली

संख्या 2-5(20)/2018/एन.आई.पी.जी.आर/प्रशासन/P-VII/1590

दिनांक: 26-08-2018

परिपत्र

विषय: छात्र के छात्रावास आवंटन के दिशा-निर्देश – संबंधित

वह शोधकर्ता जो अल्प अवधि के लिए सहयोगात्मक अनुसंधान के संबंध में या संस्थान के साथ सहयोगात्मक अनुसंधान का समन्वय करने हेतु संस्थान में आते हैं, उनके आवास के मामले में ध्यान आकर्षित किया गया है।

इस संबंध में, यह निर्णय लिया गया है कि ऐसे शोधकर्ताओं को छात्रावास में, उपलब्धता के आधार पर अधिकतम तीन महीने की अवधि के लिए आवास की अनुमति दी जा सकती है। इस संबंध में प्रत्येक शोधकर्ता के लिए के द्विभागिता आधार पर ₹500 / - और एकल अधिभोग आधार पर ₹1000 / - का मासिक किराया / शुल्क का निर्धारण किया गया है। आवंटित छात्रावास आवास अधिकृत करने से पहले शोधकर्ता को मीस सेवाओं के लिए ₹1,000 / - (रिफंडेबल) का अग्रिम भुगतान करना होगा।

इस सक्षम अधिकारी के अनुमोदन से जारी किया गया है।


(संदीप दत्ता)
प्रबंधक

वितरण :

1. हॉस्टल वार्डन (छात्र एवं छात्राएं), रा.पा.जी.अनु.सं.
2. सभी वैज्ञानिक, रा.पा.जी.अनु.सं.
3. वित्त अधिकारी, रा.पा.जी.अनु.सं.
4. निदेशक के निजी सचिव, निदेशक के जानकारी के लिए
5. सभी नोटिस बोर्ड