



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY

(AN AUTONOMOUS INSTITUTE UNDER DST, GOVT. OF INDIA)

PASCHIM BORAGAON, GARCHUK, GUWAHATI- 35

NOTIFICATION

In pursuance of approval of the Director, IASST the following amendments are made in the Rules and Regulations of "Student and Scientist's Home".

1. In Page No. 1(Cover Page) new content "Amended version May 2019" inserted.
2. In Page No. 2 under General Structure SI.No. 2 the existing content is replaced and new content inserted.
3. In Page No. 11(Annexure II) the whole old content is replaced and new content inserted.
4. A new page (Page No. 13) containing Annexure III is also added.

D. Goswami
(D.Goswami)
Registrar

Dated: 02.05.2019

Memo No: IASST/1027/2019-20/1321-1331.

Copy to:

1. The P.S to the Director, IASST
2. All the Heads/ in charge of the Div/Sec
3. Dr. Debajit Thakur, Suptd. SSH, IASST
4. FAO, IASST
5. IEME, IASST
6. EMC, IASST
7. Dr. T.D. Goswami, Asstt. Librarian, IASST
8. S.O(Admin), IASST
9. S.O(Accounts), IASST
10. Notice Board
11. Concerned file

D. Goswami
D.Goswami

Institute of Advanced Study in Science
and Technology, Guwahati

Rules and Regulations

“Student and Scientists’ Home”

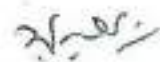


August 2014

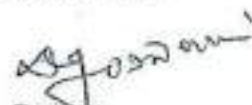
Amended version- May 2019

GENERAL STRUCTURE

1. Institute of Advanced Study in Science and Technology, Guwahati offers hostel facilities to its students (Research Scholars, RA, PDF, and Project Staff etc) in **Student and Scientists' Home**. Female scholar will get preference over male scholar. Registered Ph.D Research Scholar of IASST will get preference over Project Staff who has not registered.
2. The Director, IASST on the recommendation of a committee as constituted vide Annexure- III shall appoint a faculty member either core or under national programme of five year tenure as superintendent of Student and Scientist Home, who shall hold the overall charge of the hostel as additional responsibility, in addition to his regular academic duties. He shall be responsible for managing and conducting the affairs of the Students and Scientist Home, The tenure of the superintendent shall be 3 years. The details of his/her responsibility shall be defined in Annexure III.
3. The Director, IASST shall appoint one of the faculty members of the Institute as *Assistant Superintendent* who will assist the *Superintendent* in managing and conducting the affairs of the **Student and Scientists' Home**. The tenure of the *Assistant Superintendent* will be three years.
4. The *Superintendent*, *Assistant Superintendent*, two administrative staff members (to be appointed by the Director) and two student representatives (Third /Fourth year), shall collectively be referred to as **Student and Scientists' Home Management (SSHM)**, and together shall be responsible for proper functioning of the affairs of the **Student and Scientists' Home**. The tenure of *Student and Scientists' Home Management Committee* will be three years.
5. One senior faculty member (to be appointed by the Director), Registrar of the institute, *one administrative staff member*, *Superintendent*, *Assistant Superintendent* and one student (Third / Fourth year) representative shall constitute **Student and Scientists' Home Council (SSHC)**. The important decisions of the **Student and Scientists' Home Management** have to be approved by **Student and Scientists' Home Council**. The tenure of *Student and Scientists' Home Council* will be five years.
6. A student representative of **Student and Scientists' Home Management** will be referred as *Student Manager* who will help the *Superintendent* in proper functioning of the student and Scientists' Home.
7. One senior faculty member (to be appointed by the Director), *Finance and Accounts Officer* of the institute, *one staff member*, *Superintendent*, *Assistant Superintendent* and two student representatives (Second / Third year) shall constitute the Mess Committee (MC). The mess committee will decide about the menu of the **Student and Scientists' home**. The tenure of mess committee will be one year.



Director
Institute of Advanced Study
in Science & Technology
Paschim Boragaon
Guwahati-35, Assam, India



Registrar
Institute of Advanced Study
in Science & Technology
Paschim Boragaon
Guwahati-35, Assam, India

8. Student representatives will be selected through election / selection. The tenure of student representatives for any committee will be one year.
9. The information about current committee members is available in Annexure-I.
10. Superintendent and Assistant Superintendent of SSH may be paid special Allowance of Rs. 3000/- p.m. and Rs. 1000/- p.m. respectively.

ACCOMMODATION

11. Student will be offered accommodation based on availability.
12. However outstation students will get priority than Guwahati based students.
13. No student will be allowed to stay in the hostel without formal admission.
14. The registered Ph.D students will be allowed to stay till submission of thesis or five years whichever is earlier. Further extension will be based on the discretion of the SSHM.
15. Research Project student will be allowed to stay till the duration of project except students on extension.
16. Fifteen days (15 days) grace period will be given to students to vacate their room after their stipulated period.
17. Application for admission to the Hostel must be made in the prescribed form, which is available in the hostel office.
18. At the time of admission to *student and scientists' home*, every student has to submit a written undertaking in the prescribed form, countersigned by his/her parents, to the extent that he/she would abide by the rules and regulations of the *student and scientists' home*.
19. At the time of admission in the *student and scientists' home*, each student is required to submit a duly filled in prescribed Personal Data Form, containing the current address, mobile and/or the telephone number and the e-mail address of the parents. Any change in this information at any point of time has to be intimated to the *student and scientists' home's* office in writing.
20. The rent of the *student and scientists' home* will directly be deducted from student's salary (@HRA). In case of project student it will as per funding agency

boarders. A fixed room rent is to be paid by a research scholar who does not get any fellowship. The amount to be paid as fixed room rent is available in Annexure II.

21. No family accommodation shall be provided to any student in the *student and scientists' home*.
22. *Student and Scientists' Home Management* will generally provide a minimum set of furniture and fittings in each room. At the time of allotment the boarders should confirm the room items in writing, to be submitted to the *Student and Scientists' Home superintendent*. It is the responsibility of boarder to take care of the room items.
23. At the time of vacating the room, boarder has to fill the Room vacation form and submit to *Superintendent, Student and Scientists' Home Superintendent* will issue a clearance certificate after inspection.
24. In case of damage of any item in the room, the boarder will bear the cost.
25. Allotment of rooms shall be the sole discretion of the *Student and scientists' Home Management*. Once the rooms are allotted any request of change of room will not be entertained. Only under special circumstances *Student and scientists' home Management* has the right to change the room.
26. Under no circumstances the inmates should exchange room without knowledge of *Student and scientists' home Management*.
27. The use of electrical / electro-mechanical equipments, gadgets, appliances by the boarders in or outside the rooms, such as electric stove/heater/iron/refrigerator/infrared cooker, is strictly prohibited. Private cooking in the rooms or anywhere in the Hostel is strictly forbidden. Any such appliance found in a Hostel room will be confiscated and shall attract both monetary fine and disciplinary action by the *Student and scientists' home Management*.
28. Anything which may cause inconvenience to the wall mates is not allowed. Listening to loud music is prohibited. The use of personal TV, VCR, VCD/DVD, etc. is strictly prohibited. Monetary fine will be imposed and disciplinary action will be taken by the *Student and scientists' home Management* for not abiding the rules.

29. When the boarders go out of their rooms they should switch off all the electrical/electronic appliances, taps in toilet and bathroom and lock the doors (at all times). Violation of this rule will also attract both monetary fine and disciplinary action by the *Student and scientists' home Management*.
30. Boarders should not allow any guest to stay in their room. In case of illness of the boarder mother of the boarder may be allowed to stay in the room. In all other cases boarder's guest can be accommodated in guest room on payment of guest room charges by the boarder if vacant rooms are available.

MESS

31. Joining to the Hostel Mess is compulsory for allotted boarder
32. A student has to pay a security deposit for mess dues (as mentioned in Annexure-II), which is to be deposited at the time of admission to the *Student and Scientists' Home*. There is a provision of depositing the security deposit in two equal instalments within one month of admission. The security deposit will be refunded to the boarders at the time of vacating the *Student and Scientists' Home* by them.
33. The mess dues which will be decided by *Student and Scientists' Home Council*, to be paid by the boarder in advance for a particular month. The monthly mess dues shall have to be deposited to the Superintendent within 10th day of each month. The amount of mess dues to be paid by the boarders is available in Annexure-II.
34. Other resident who does not have a regular allotment in the *Student and Scientists' Home*, shall be treated as guest and guest charge on daily basis instead monthly mess dues will be applicable to them.
35. If any boarder fails to deposit their mess dues within the specified time then, fine will be imposed for late payment from 11th day onward. The amount of fine will be as mentioned in Annexure-II. Fine amount shall be deposited in daily basis to the *Superintendent* and in case of failure of depositing the same within 7 days, a warning letter will be served to the boarder by the *Superintendent*.
36. If any resident fails to pay his/her monthly mess dues for two consecutive months, his/her allotment will automatically be cancelled and Hostel Clearance Certificate will not be issued to him/her.

38. During the term of allotment, if any boarder wishes to vacate their allotted seat, one month prior information in this regard should be given to the superintendent otherwise his/her Security deposit will be forfeited.
39. The *Student and Scientists' Home* Mess shall provide both vegetarian and non-vegetarian foods. The weekly menu will be prepared by the Mess Committee and the menu will be displayed on the Notice Board. Changes in the menu, if necessary, can be made by the Mess Committee.
40. The boarder has to take food only in dining area. Taking food to respective room is strictly prohibited. If any boarder is ill, the management will make arrangement for supply of food to his/her room.
41. The monthly mess bill will be decided by *student and scientists' home council*. The boarder has to pay the mess bill in advance on or before 10th day of each month. If boarder is not able to pay the mess dues in time they will be charged late fee. The late fee will be decided by *student and scientists' home council* (Annexure-II).
42. In case of absence of any boarder for seven (7) or more days, his/her mess dues may be proportionately minimized, subject to the condition that the information regarding his/her absence should be intimated in writing well in advance, at least five days before availing the leave to the *Superintendent* in case of planned visit.
43. Separate bank account of *student and scientists' home* will be opened which is to be operated by the *student and scientists' home Superintendent*. The mess dues collected from the student will be deposited in the bank account of *student and scientists' home*. The mess dues will be paid using the fund in the *student and scientists' home* account.

MAINTENANCE AND CLEANINESS

44. It is the responsibility of the *Student and scientists' home Management* to look after and take care of the general maintenance and cleanliness of the *Student and scientists' home* premises including the building, courtyards, kitchen and the toilets (in common place). All boarders shall whole-heartedly cooperate with *Student and scientists' home Management* in these endeavours.
45. All the boarders must take care of the regular cleanliness of their rooms. The materials necessary for the same will be provided by the management and will

be checked from time to time by the *Superintendent* and/or *Assistant Superintendent*.

RAGGING AND CONSEQUENCES

45. Ragging in any form is banned. Severe punishment, including expulsion from *Student and scientist home* and the Institute, shall be imposed on any boarder if he/she is found to have indulged in ragging.
46. Any fresher or boarder, if subjected to any form of ragging, must report the incident immediately to the *Student and scientists' home Management*. Non-reporting of the incident by a victim shall also be considered as an offence.
47. The boarder should also report any form of sexual as well as mental harassment immediately to the *Student and scientists' home Management*. Severe punishment, including expulsion from *Student and scientists' home* and the Institute, shall be imposed on any boarder if he/she is found to have indulged in any form of sexual harassment.
48. All the boarder of the Student and scientist home has to sign anti-ragging and Anti-Sexual harassment undertaking at the time of admission to the *Student and scientists' home*.

MATTERS RELATED TO TIMING AND ABSENCE FROM STUDENT AND SCIENTISTS' HOME

Boarders

49. Students should be present within the Institute premises between 10.00 PM to 5.00 AM. No student is permitted to stay outside the Institute campus during this time without the written permission from the *Superintendent*. Violation of this rule will invite strict disciplinary action on him/her.
50. Any boarder going out of the institute to city etc has to enter their names in the register kept in the *Student and Scientists' Home* office for this purpose.
51. Any longer absence from student and scientists' home will require prior information to student and scientists' home management through written application.

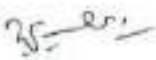
52. Any visitor or guest will be allowed to enter into the *Student and Scientists' Home* provided he/she make necessary entries in the Visitors' Book available at the Hostel entrance with the security.
53. Guests are not allowed to enter into the rooms of the boarders, only parents of the boarders will be allowed. In case of all other visitors a boarder may meet with a guest only in the common space provided for that purpose.
54. No outside visitor will be allowed from 8 PM to 5.00 AM in the *Student and Scientists' Home*.

Rules for occupying guest Room in "Student and Scientists' Home"

55. Reservation of guest room has to be done at least one week in advance.
56. Institute's guest will get first priority than others.
57. IASST staff residing in the campus in quarters with amenities below their entitlement will be given first priority subject to availability of vacancy.
58. Guests can stay in guest room in *Student and Scientists' Home* for maximum three days.
59. Guests have to make entry in the register giving their full detail.
60. Check in time for the guest will be 12PM
61. The food bill of the guest has to be paid to the caterers of the *Student and Scientists' Home*.
62. The general code of conduct will also be applicable for guests.

GENERAL CODE OF CONDUCT

63. All the boarders are required to maintain standards of behaviour expected from students of a National Institute.
64. Students should not indulge in acts which cause inconvenience in the running of the *Student and Scientists' home* or Institute or environment conducive to the pursuit of knowledge or harmonious relationship among different people living in the campus.


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Registrar,
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Paschim Boragson, Guwahati-35

65. Students should not indulge in any act which brings the Institute and members of faculty, officials or authority into disrepute.
66. All students are required to follow a good and orderly behavior, failing of which will attract disciplinary action.
67. All the students must abide by the rules and regulations of the *Student and Scientists' Home* as may be framed from time to time. Violation of any of the above rules will attract disciplinary action.
68. Silence must be observed in the *Student and Scientists' Home* premises. All unnecessary noise must be avoided.
69. All the boarders are required to produce, whenever asked, their valid identity cards issued to them by the Institute.
70. The rooms, common areas and surroundings of the *Student and Scientists' home* should be kept clean and hygienic.
71. The boarder shall not move any furniture from its allotted place. The boarder shall not remove any fitting or fixture from any room or common area.
72. The boarders will be responsible for the safe keeping of their own property. In the event of loss of any personal property of any boarder due to theft, fire or any other cause, the *Student and Scientists' Home Management* shall in no way be considered responsible. However in case of theft, the matter should be brought to the notice of *Student and Scientists' home management* so that action/ enquiry can be initiated.
73. In the *Student and Scientists' Home* premises the following acts are strictly prohibited:

Smoking
 Consumption of alcoholic drinks
 Consumption of drugs
 Gambling
 Intimidation or violence
 Willful damage to property
 Entering the Hostel premises in an intoxicated state
 Using abusive languages
 Employing unauthorized persons for personal work repair of Hostel property, etc.
 Cooking in the room or on the Hostel premises
 Listening to high volume music
 Keeping Arms and Ammunitions

DISCIPLINARY ACTION


Any boarder, who is found to be indulging in undesirable and offensive activities such as smoking, sexual harassment, physical assault, damage to property, causing inconvenience to other inmates, noncompliance of any of the conduct rules and regulation, shall be subjected to disciplinary action by the *Student and Scientists' Management* as stipulated under the relevant clause after a proper enquiry.

GRIEVANCE REDRESSAL

If any boarder feels aggrieved on any matter concerning running of the *Student and Scientists' Home* or its Mess, he/she may approach the *Student and Scientists' Home Management* in writing for help, guidance and/or redressal of the grievance. Depending on the nature of the grievance, *Student and Scientists' Home Management* may refer the case to the *Institute Grievance Cell* for further action.

FINAL AUTHORITY

In case of any dispute or any grievance not being satisfactorily taken care of, a boarder may make an appeal to the Director of the Institute through the *Superintendent* for redressal. The decision of the Director on the matter shall be considered as final and binding.


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Annexure-I

Student and Scientists' Home Committees
(With effect from April 2019)

Student and Scientists' Home Council (SSHC)

Prof. Suresh Deka
Prof. H. Bailung
Dr. Diganta Goswami
Superintendent SSH
Dr. Munima B. Saharia
Mr. P.K. Deka
Student Representative-I (Third/ Fourth Year)

Advisor
Chairman
Member
Member Secretary
Member
Member

Student and Scientists' Home Management (SSHM)

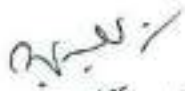
Superintendent SSH
Dr. Munima B. Saharia
Mr. H. K. Das, EMC
Mr. Rajesh Sharma
Mr. Montu Deka
Student Representative-II (Third/ Fourth Year)
Student Representative-III (Third/ Fourth Year)

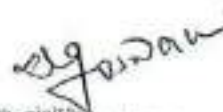
Chairman
Member Secretary
Member
Member
Member

Mess Committee

Dr. A.R. Pal
Superintendent SSH
Dr. Munima B. Saharia
Dr. Subir Biswas
Mr. Pradyut Barkotoki
Mr. Suresh sharma
Student Representative-IV (Second/ Third Year)
Student Representative-V (Second/ Third Year)

Chairman
Member Secretary
Member
Member
Member
Member


Director
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Annexure-II

Student and Faculty: Home Dues (with effect from September 2014)

Security deposit for Mess ₹5,000.00


Subsidized Mess Dues (per month): ₹2,600.00


Late Fine

The rate of fine will be ₹100/- per day for next seven (7) days and from 18th day onwards the rate of fine will be doubled (i.e. ₹200/-) per day.

Mess dues for Guests (per day): ₹120.00

Room rent for boarders who does not have fellowship: ₹2,000.00 per month


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Annexure-III

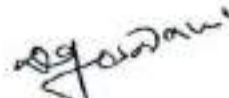
SELECTION COMMITTEE FOR SUPERINTENDENT, STUDENT AND SCIENTISTS HOME

1. Director or his nominee- Chairman
2. Two nominees of the Director, from senior faculty – Member

DETAILS OF RESPONSIBILITY OF SUPERINTENDENT

1. He/she shall hold overall charge of hostel
2. He shall be member of Hostel Allotment Committee
3. He shall ensure that students staying in Hostel comply with rules and discipline of hostel.
4. He will coordinate with EMC regarding cleanliness, hygiene of hostel kitchen, hostel building, dining room, lobby etc.
5. He will attend to Mess Secretary/ Student's complaints/suggestions regarding quality of food, mess timings etc.
6. He will bring to the notice of Institute's Administration, disciplinary issues such as misbehaviour/disobedience by student, boarder and also misuse/damage to the facilities of the hostel.


निदेशक/Director
आई.एस.एस.टी, पश्चिम बड़गाँव
IASST, Paschim Boragaon
गुवाहाटी-35:असम-भारत
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