

# **Institute of Advanced Study in Science and Technology (IASST), Guwahati**

**Rules and Regulations**

## **Students' Home (SH)**



**AMENDED ON AUGUST 2021**

**(As per the clause 11.1.(x) of the Bye-Law & RR of IASST)**

## **IASST**

**Vigyan Path, Paschim Boragaon, Guwahati-781035**

## **A. GENERAL INFORMATION**

1. Institute of Advanced Study in Science and Technology, Guwahati, offers hostel facilities to its students (Registered Ph.D. Scholars) in Students Home (SH).
2. Director, IASST shall appoint one of the faculty members of the Institute as Superintendent of SH, who shall be responsible for managing and conducting the affairs of the SH. Superintendent will look after the overall functioning of the hostel, maintenance of utilities, and its mess canteen.
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 SH.
4. The committing comprising Superintendent, Assistant Superintendent, one senior faculty, one administrative, and one finance staff shall collectively be referred to as SH Management (SHM). SHM shall be responsible for the proper functioning of the affairs of the SH and in taking decisions in matters related to SH.
5. One senior faculty member, one person from finance, one administrative staff member, Superintendent, Assistant Superintendent, and two student representatives shall constitute the SH Mess Committee (SHMC). The mess committee will decide the mess menu and will look after the cleanliness in the hostel mess. The student representatives will report the mess and other hostel-related issues to the Superintendent from time to time. Students are not permitted to bring the SH-related problems directly to the SHM without prior intimation to the Superintendent. However, in exceptional cases with valid reasons, students may address SH-related matters directly to SHM.
6. Student representatives will be selected through election/selection by the students. Four to six student representatives will take responsibility for dealing with hostel mess and representing hostel issues to the SHM. The tenure of student representatives for the mess committee will be for one semester.
7. The information about current committee members is available in **Annexure-I**.

## **B. ACCOMMODATION**

1. The accommodation of students in SH will be based on the fulfilment of following criteria on priority basis
  - (a) Ph.D. Registration
  - (b) Waitlisted Candidates with fellowship (National fellowship/institutional fellowship/extramural project fellowship)
  - (c) Preference to Students Outside Kamrup Metro
  - (d) Score received in IASST Ph.D. interview
  - (e) NET, Gate qualificationNote: Ph.D. students will be getting priority for hostel seat. Accommodation of project students is subjected to availability of vacancy in SH.
2. Renewal to hostel admission for the boarders will be every six months at the beginning of January (Vasant) and July (Varsha).
3. The advertisement for hostel accommodation will appear twice a year, in the month of January-February and July-August, in line with the AcSIR Ph.D. enrolment.
4. Seat allocation will be for a maximum of 5 years or until submission of thesis or termination of studentship, whichever is earlier. Under particular circumstances, the competent authority may consider an extension of one month.

5. Fifteen days (15 days) grace period will be given to students to vacate their rooms after the stipulated period.
6. Every boarder of SH has to pay hostel rent, mess dues, and electricity bill as per institute norms (**Annexure-II**). Each boarder has to deposit a copy of the payment receipt to the mess representative and superintendent's office.
7. The competent authority may consider a full month house rent deduction for any Ph.D. student staying in the dormitory for more than 15 days. The rent will be equivalent to their research designations.
8. If students staying in the dormitory want to avail themselves of SH's regular mess, they have to pay the mess dues in advance for the duration of his/her stay.
9. Anti-ragging self-declaration form should be submitted by a student at the time of seat allocation in SH.
10. The students are not allowed to exit the campus after 9 pm without prior intimation to the concerned authority.
11. SHM will generally provide a minimum set of furniture and fittings in each room. At the time of allotment, the boarders should give a declaration of the room items in writing, which is to be submitted to the SH superintendent. It is the responsibility of boarder to take care of the room items.
12. When vacating the room, the boarder has to fill the room vacation form and submit the same to the Superintendent. The Superintendent will issue a clearance certificate after inspection of the vacated room.
13. In case of damage to any item in the room, the boarder will bear the cost, or the institute may deduct the appropriate amount from the deposited caution money.
14. Allotment of rooms shall be the sole discretion of the SHM committee. Once the rooms are allotted, any request for a change of room will not be entertained. Only under particular circumstances, SHM committee can allow the change of room.
15. Under no circumstances, students exchange rooms with inmates without the knowledge of SH Management.
16. The use of electrical / electro-mechanical equipment, 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 attract both monetary fines and disciplinary action by the SH Management.
17. 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, room heater, etc. is strictly prohibited.
18. Monetary fine will be imposed and disciplinary action will be taken by the SHM for not abiding the rules.
19. When the boarders go out of their rooms, they should switch off electrical/electronic appliances, toilet and bathroom taps and properly lock the doors (at all times). Violation of this rule will also attract monetary fines/disciplinary action by the SHM.

20. Boarders should not allow any guest to stay in their room. In case of illness, his/her mother may be allowed to stay in the room. However, it is necessary to take prior permission from the competent authority. Permission may be granted for a maximum of ten days.

### **C. MESS**

1. Joining the Hostel Mess is compulsory for an allotted boarder.
2. A student has to pay a security deposit for mess dues (as mentioned in **Annexure-II**) at the time of admission to the SH. A copy of the payment receipt has to be deposited to the office of the Superintendent. There is a provision of depositing the security deposit in two equal installments within one month of admission. The security deposit will be refunded to the boarders when vacating SH by them, provided they submit the clearance from the Superintendent at the time of application for reimbursement.
3. The mess dues, which SHM will decide, are paid by every boarder in advance for a particular month. The monthly mess dues shall have to be deposited to the SH bank account within the 10th day of each month. If any boarder fails to deposit their mess dues within the specified time, a late fine will be imposed from the 11th day onward. The payable amount of mess dues, the fine amount, and SH bank account details are available in **Annexure-II**.
4. If any resident fails to pay his/her monthly mess dues for two consecutive months, his/her allotment from SH will automatically be cancelled and Hostel Clearance Certificate will not be issued to him/her.
5. After allotment, if a boarder wishes to vacate his/her seat, they have to submit a written application to the Superintendent at least one month before their vacation. Otherwise, their Security deposit will be forfeited.
6. The SH 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.
7. The boarder has to take food only in dining area. Taking food to respective room is strictly prohibited, except under special circumstances. If any boarder is ill, the management will make arrangement for supply of food to his/her room.
8. If a boarder remains continuously absent for seven (7) or more days from SH, the mess dues may be proportionately minimized. It is subjected to the condition that the information regarding his/her absence is intimated in writing well in advance, at least five days before availing the leave to the Superintendent.

### **D. MAINTENANCE AND CLEANINESS**

1. Superintendents and SHM will look after the general maintenance and cleanliness of the SH premises, including the building, courtyards, kitchen, and toilets (in commonplace). All boarders shall wholeheartedly cooperate with SHM in these endeavors.
2. All the boarders must take care of the regular cleanliness of their rooms. The management will provide the materials necessary for the same. They will be checked from time to time by the Superintendents.

### **E. RAGGING AND CONSEQUENCES**

1. Ragging in any form is banned. Severe punishment, including expulsion from *SH* and the institute, shall be imposed on any boarder if he/she is found to have indulged in ragging.

2. Any fresher or boarder, if subjected to any form of ragging, must report the incident immediately to the Superintendent/SHM/Hostel Representative. Non-reporting of the incident by a victim shall also be considered an offense.
3. The boarder should also report any form of sexual and mental harassment immediately to the Superintendent/SHM. Severe punishment, including expulsion from SH and the Institute, shall be imposed on any boarder if they are found to have indulged in any form of sexual harassment.
4. All the boarder of the Students home has to sign anti-ragging and anti-Sexual harassment undertaking at the time of admission to the SH.

#### **F. MATTERS RELATED TO TIMING AND ABSENCE FROM SH**

##### **Boarders**

1. 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.
2. Any boarder going out of the institute to the city or any other places (official/personal) must enter the details in the register kept in the SH office at the time of leaving. Suppose they consider staying overnight outside the institute premises. In that case, a written application must be submitted to the superintendent through their research supervisor to cite their whereabouts before taking leave from SH.
3. If the students take leave for a longer duration (official/personal), the same is likely to be approved by the superintendent/assistant superintendent/SHM provided the submission of a written application forwarded by his/her supervisor.

##### **Guests**

1. Visitor or guests shall be allowed to enter into the SH after he/she make necessary entries in the Visitors' Book available at the Hostel entrance with the security.
2. Visitors are not allowed to enter the rooms of the boarders. SH boarder has to meet visitor(s) at the shared space near SH reception.
3. No outside visitor will be allowed to visit SH from 8 PM to 7.00 AM. In exceptional cases, a visitor may be permitted inside SH (between 8 PM-7 AM) with prior written permission from the superintendent.

#### **G. GENERAL CODE OF CONDUCT**

1. All the boarders are required to maintain standards of behavior expected from a responsible citizen of the country.
2. Students should not indulge in acts that cause inconvenience in the running of the SH.
3. Students should not indulge in any act which brings the Institute and members of faculty, officials, or authority into disrepute.
4. All students are required to follow a good and orderly behavior, failing of which will attract disciplinary action.

5. All the students must abide by the rules and regulations of the SH as they may be framed from time to time. Violation of any of the above rules will attract disciplinary action.
6. Silence must be observed in the SH premises. All unnecessary noise must be avoided.
7. All the boarders are required to produce, whenever asked, their valid identity cards issued to them by the Institute
8. The rooms, common areas and surroundings of the SH should be kept clean and hygienic.
9. 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.
10. The boarders will be responsible for the safekeeping of their property. In the event of loss of any personal property of any boarder due to theft, fire, or any other cause, the SHM shall in no way be considered responsible. However, in case of theft, the matter should be brought to the notice of SHM so that action/inquiry can be initiated.
11. In the *SH* 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 or derogatory remarks
- 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/TV/Radio
- Keeping Arms and Ammunitions

## **H. DISCIPLINARY ACTION**

Any boarder found indulging in undesirable and offensive activities such as ragging, sexual harassment, physical assault, property damage, inconvenience to other inmates. Noncompliance with good conduct, rules, and regulations shall be subjected to disciplinary action by the SHM as stipulated under the relevant clause after a proper inquiry.

## **I. GRIEVANCE REDRESSAL**

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

## **J. FINAL AUTHORITY**

If a dispute or grievance is not answered satisfactorily, a boarder may 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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**(A) Committee for SH management and SH Mess**

**(a) SH Management Committee (Term-2 Years)**

1. Dr. A.R. Pal (Chairman)
2. Assistant Superintendent (Member)\*\*
3. Dr. D. Goswami (Member)
4. Mr. Suresh Sarma (Member)
5. Superintendent (Member Secretary)\*

Responsibilities:

- 1) Amendment of SH rules as and when required with due permission from the authority.
- 2) Allotment of students for admission at SH
- 3) Overall functioning of SH students room and guest house

**(b) SH Mess Committee (Term: 2 Years)**

1. Dr. D. Thakur (Chairman)
2. Assistant Superintendent (Member)\*\*
3. Mr. Suresh Sarma (Member)
4. Mr. Rabin Kalita (Member)
5. Two student representatives
6. Superintendent (Member Secretary)\*

Responsibilities:

The responsibilities of SH Mess committee are the maintenance of food quality and hygiene in the SH canteen.

*\*Dr. Biswajit Choudhury (Present Term)*

*\*\* Dr. M.B. Sahariah (Present Term)*

## Annexure-II

### Different Dues of SH

- Security deposit: ₹ 5,000.00  
Subsidized Mess Dues (per month) for regular SH boarders: ₹ 3740.00
- Late Fine:  
The late fine will be ₹ 10/- per day from 11 day onwards of the respective month.
- Electricity Bill (per month): ₹ 50.00

- **SH Bank Account Details**

Account Name: Students and Scientist Home

Account No. **34432412886**

Bank: State bank of India, Garchuk Branch

Branch code: 5240

IFSC: **SBIN0005240**

MICR: 781002034