



RULES AND REGULATIONS FOR HOSTEL RESIDENTS

2023-24



ICAR-National Rice Research Institute
Cuttack 753 006, Odisha



HOSTEL RULES AND REGULATIONS 2023-24

1. MANAGEMENT

The General management of the hostels is vested with the Wardens (Boy's and Girl's) under the overall supervision and guidance of the Chairman-Students Welfare. Student representatives help in running the messes and the hostels.

2. ADMISSION AND ACOMMODATION

- 2.1. Admission into the Hostel cannot be demanded as a matter of right. Warden may refuse admission into the hostel to any student or even after being admitted, he may order the withdrawal of any student from the hostel whose character and conduct are not satisfactory or without assigning any reason.
- 2.2. The failed students have no eligibility to occupy the rooms in the Hostel for the completion of the failed subjects.
- 2.3. Students after registration should report to the Warden who will assign rooms. Rooms will be made available only to those students who are boarders in the messes and who have paid the hostel fees. The decision of the Warden is final in the allotment of rooms. Allotment of rooms will be done in alphabetical order. Students should stay in rooms allotted to them; otherwise, they will be withdrawn from the hostel.
- 2.4. When seeking admission, each student shall submit a hostel registration form comprising his/her bio-data and two latest passport-size photographs with his/her signature on the photograph.
- 2.5. Each student shall remit the Hostel Deposit of Rs.10000/ (refundable caution money) while seeking hostel admission and development charges as prescribed by the Institute. Adjustment of any dues shall be done from a refundable hostel deposit.
- 2.6. Each student shall pay the water & electricity charges, and establishment charges every month to cover the salaries of the hostel/mess staff (Room Rent for double occupancy with common bathroom is Rs.1200/- per person per month and double occupancy with attached bathroom is Rs.1400/- per month). Payment shall be made on a semester basis.
- 2.7. Every year hostel fee will be renewed with the approval of the academic management committee with the recommendation of the Hostel Management Committee.

3. AMENITIES

Hostels are well equipped with modern cooking and dining amenities. Students' Cafeteria is available to cater the needs of students. Common facilities are available in the campus. Reading rooms are provided with important newspapers, magazines and periodicals. Televisions with DTH facilities are also available in the hostel.–Transport for medical

emergencies is available in the hostel including night time at nominal charges. The above facilities are not prerogative and will vary with local needs and availability.

4. STUDENTS SAFETY INSURANCE SCHEME

All the students shall be brought under the Students Safety Insurance Scheme with the approval of the Hostel Management Committee under the supervision of the Chairman-Students' Welfare.

5. RESIDENT DISCIPLINE

- 5.1. Students will have to report to the Warden the date and time of departure, when they proceed to their home for vacation or for any other purpose and also of arrival on return. The students should write the particulars in the Movement Register available in the hostel.
- 5.2. During summer vacation, they shall vacate their rooms and hand over the furniture and other articles received by them from the caretaker and keep their belongings in the identified common rooms duly countersigned by the Warden.
- 5.3. Students have to acknowledge the receipt of the furniture items supplied to them individually. They will also be required to acknowledge the electrical installation. Furniture and other articles should not be removed from their rooms. The cost of furniture and electronic installations will be recovered from the inmates of the room, if they are found tampered or otherwise mishandled. They are strictly prohibited from using other electrical appliances (like electric iron, heaters, stoves, battery illuminators, etc.) in room. However, a personal computer/laptop may be used.
- 5.4. **Students will also be held responsible for the general maintenance and upkeep of the rooms allotted to them. If the walls, windows and doors are pasted with posters / disfigured or spoiled, the students will have to pay for the white washing and painting charges as the case may be. Students should switch off lights and fans when they leave their rooms.** Otherwise, they will be fined and /or other disciplinary action may be taken.
- 5.5. Student meeting of any kind for any purpose are prohibited within the hostel premises without specific permission of the Warden. A hostel resident should obtain the prior permission of the Warden for any temporary absence from the Hostel. Students who are absent from their rooms for three consecutive days without prior permission of Warden, are liable to be withdrawn from the hostel. Ordinarily mess remission will not be granted for the absence during examination days.
- 5.6. **Remission will be granted if he/she is absent from mess for more than three days with prior permission of the Warden.** No guest will be permitted to stay in the hostels during night. Bringing guests into the rooms and causing disturbances to roommates are

not permitted. **The students should not entertain unauthorized occupation of any of their friends in their rooms.**

- 5.7. All students should remain in their rooms and maintain perfect silence in the hostels during the study hours from 9.00 P.M. to 6.00 A.M. every day. Howling or making loud noises in the hostel is prohibited. Students are prohibited from keeping knives, sticks or any other offensive weapons in the hostel rooms allotted to them. They are also strictly prohibited from keeping or using alcoholic drinks in their rooms or in the hostel premises. Playing card games or any form of gambling in the rooms at any time of the day or night is strictly prohibited. Smoking, chewing tobacco, paan etc. is prohibited in entire campus including the hostel premises. Any student violating this rule shall be liable for expulsion from the hostel.
- 5.8. Any room in the Hostels can be opened for inspection by the Warden and or any other official of the Institute at any time during day or night. In case of necessity/emergency, the Warden shall have powers to break open the lock of the room for inspection.
- 5.9. No student shall quarrel or misbehave with or use abusive language against other students or any employee of the hostel including the wardboy, sweeper, mess servants etc. Any misbehavior on the part of any employee shall be brought to the notice of the Warden who will take necessary action. Any form of ragging is considered a crime and subjected to police action as per Clause 3 of the UGC regulations on curbing the menace of Ragging in Higher Educational Institutions.
- 5.10. Dailies, magazines and periodicals shall not be removed from the reading rooms.
- 5.11. Students are not allowed to collect money or donations for any purpose in the hostel without the permission of the Warden.
- 5.12. Students shall not demand any special service from hostel servants. Food will not be served in students' rooms except for sick students, that too on the advice of the Medical Officer/Warden. Students shall not remove tumblers, vessels, furniture or any other article belonging to the hostel mess and common rooms.
- 5.13. Only notices that are signed or countersigned by the Warden or by other Institute authorities should be put on notice boards of hostel.
- 5.14. **Students are advised to deposit the fees online. They are also advised not to keep valuable articles in the rooms. They are advised to lock their rooms while leaving away. Otherwise, no action will be taken, if thefts occur in the room.**

6. MESSES

Food is provided to its boarders according to a fixed menu. No special diet can be supplied to any member, except when he/she is sick. Such special diet will generally be supplied only on the advice of the Institute Medical Officer. Extra dishes of any kind cannot be claimed as a

matter of right, but will be supplied subject to availability. Those who need extras shall inform the mess supervisor on the previous day. These will be supplied subject to availability. The meals and tiffin will be served according to a time schedule fixed from time to time. **Students are not permitted to bring guests to the messes and food will not be served to the guests.**

The price fixed for per day menu is Rs. 130 (Breakfast-30 rupees; Lunch-50 rupees and Dinner-50 rupees)

The management of the messes concerning fixing of menu, purchase and issue of provisions for the messes, shall be looked after by the student representatives under the guidance of the Warden. Students other than the mess representatives should not enter the kitchen.

Accounts of the messes are maintained separately. A student committee also is involved in counter checking the accounts. The monthly expenses are proportionately divided amongst the boarders. Generally, bills are made out before 5th of every month. Mess bill should be paid quarterly in advance. Any balance money will be adjusted in the forthcoming quarterly payment. Students should clear the mess dues before the stipulated time, after which a fine of Rs.10.00 per day will be levied. **If the student fails to clear the mess bill dues for two consecutive months they will be expelled from the hostel.** The student will be readmitted into the Hostel at the discretion of the Warden on payment of the mess dues in full together with a re-admission fee of Rs.2000/-.

7. GENERAL DISCIPLINE

Students shall not act or cause others to act in such a manner to create disturbances among other inmates of the hostel. In addition to the above, separate rules are framed for the girl students. These will be informed to the girl students at the time of their admission into the hostel. All acts of indiscipline are prohibited and punishable. The Warden shall frame rules as deemed, necessary, with the approval of the Competent authority in the interest of the Hostels and to maintain discipline.

8. ADDITIONAL RULES AND REGULATIONS FOR THE WOMEN'S HOSTEL

Visitors are allowed on all days from 5.00 P.M. to 6.00 P.M. only. They can meet at the Reception only. Except ladies, others should not be entertained inside the hostel building and rooms. For entertaining the lady guests for lodging in the guest rooms, prior permission should be obtained from the Warden (Women's Hostel). Boys should not visit the lady students in the Women's Hostel premises. As a special case, visitors other than parents / local guardians can meet the students with the permission of the Warden (Women's Hostel). The visitors must sign in the Visitor's register. Each student will be given three visitor's cards signed by parent, visitor and the Warden. Only the specified card holders will be permitted to see the students. The visitors should possess visitor's card with photo affixed and signed by the Warden when they call on their wards. Day-scholars are not permitted to stay in the hostel. On special occasions, overnight stay may be permitted with prior permission of Warden (Women's Hostel) on payment of guest charges.

9. MOVEMENT REGISTER

Students should get prior permission from the Warden (Women's Hostel) whenever they leave the hostel for purposes other than attending to their regular classes. They should enter their name, place of visit, purpose and time of leaving in the movement register kept in the reception. Students should return before 6.30 P.M. without fail. They must indicate the time of return in the same register kept in the Watchmen's cabin.

PG Students leaving the hostel for other research or academic matters should apply for permission to the Warden (Women's Hostel) with the recommendation of the Chairman of Advisory Committee / PG Co-ordinator / Head of the Department for PG programme.

10. LEAVING THE PREMISES

Each student is permitted to go for shopping once a week either on Saturday or Sunday upto 7.00 P.M with prior permission from the Residential Tutors / Deputy Warden (Women's Hostel). Students should submit a standing permission letter signed by her parent in the presence of the Deputy Warden (Women's Hostel) or Warden at the time of admission in the hostel. Without the standing permission letter, the student will not be permitted to leave the hostel in the midst of the semester. The students are not permitted to go to guardian's house for overnight stay unless there is a specific duly written requisition from the parent.

11. STUDY HOURS

Students should not leave their hostel premises after 6.30 P.M. Students should strictly follow the study hours from 9.00 P.M. onwards, during which silence should be maintained.

12. HEALTH CARE

Any physical indisposition should be reported to the deputy Warden (Women's Hostel) and the Medical Officer, at the Institute Dispensary. Those who need to consult specialists should get prior permission from the Institute Medical Officer.

13. GENERAL INSTRUCTIONS

13.1. MESS TIMINGS

Mess timings are fixed as follows:

Breakfast	7.00	AM	to	8.15	AM
Lunch	12.00	PM	to	1.30	PM
Tiffin (Snacks)	5.00	PM	to	6.00	PM
Dinner	7.45	PM	to	9.00	PM

Food will not be served after the mess timings on any account. Meals and eatables should not be carried to their rooms by the students. Any deviation in the said timings shall be decided by the Hostel Management Committee.

13.2. CARE OF PERSONAL ITEMS

Students should not keep a large amount of cash or costly items like camera, mobile phone, electronic gadgets, jewellery, etc. in their rooms. Students are advised not to wear costly jewellery.

13.3. ATTENDANCE

All the students must be present in the hostel on all days. Attendance will be taken every day. Changes effected in rules from time to time to time will be binding on all students. If any student is found to deviate from these instructions, suitable disciplinary action will be taken, including expulsion from the hostel.

ANTI-RAGGING MEASURES

With reference to the UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009 (under Section 26 (1)(g) of the University Grants Commission Act, 1956), vide notification F.1-16/2007 (cpp-II) dt.17.06.2009 and the subsequent Amendments of 2012, 2013 and 2016, Ragging is a punishable crime.

An Anti-Ragging squad is active in the IARI-Cuttack Hub and the IARI-Cuttack Hub has zero tolerance for Ragging. Hence any such activities would be viewed with due seriousness the student would be subjected to disciplinary action as per the stipulated act.

What constitutes Ragging: Ragging constitutes one or more of any of the following acts:

- a) any conduct by any student or students, whether by words spoken or written or by an act which has the effect of teasing, treating, or handling with rudeness a fresher or any other student;
- b) any action which causes or is likely to cause annoyance, hardship, physical or psychological harm or causes fear or apprehension for any fresher or any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment, or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d) any act by a senior student that prevents, disrupts, or disturbs the regular academic activity of any other student or a fresher;
- e) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student;

- g) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) any act or abuse by spoken words, emails, 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;
- i) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student;
- j) any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.
- k) In case of any such instances either directly being contacted by the senior, being a victim or if" the student happens to witness any such incident which can be categorically defined under ragging as above as a campus resident he/she should immediately report to the appropriate authority Warden/Chairman-Students' Welfare/Anti-ragging Squad for further course of action. Such informants will be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents. Freshers should clearly desist from doing anything with or against their will, even if ordered to by the senior students and any attempt of ragging shall be promptly reported to the above authorities as the case may be. First-year UG students are for the very same reason lodged in separate hostel wings and the access of seniors are denied in these first-year hostels wing. Any senior student found in those hostel premises for whatsoever reason without prior permission shall be subjected to disciplinary action. The students who are found to indulge in such activities shall be punished appropriately after following the procedure and in the manner prescribed herein under The Anti-Ragging Committee of the IARI-Cuttack Hub shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad. :
- l) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award to those found guilty, one or more of the following punishments, namely;
- Suspension from attending classes and academic privileges.
 - Withholding/ withdrawing scholarship/ fellowship and other benefits.
 - Debarring from appearing in any test/ examination or other evaluation process.

- Withholding results.
 - Debarring from representing the institution in any regional, international meet, tournament, youth festival, etc.
 - Suspension/ expulsion from the hostel.
 - Cancellation of admission.
 - Rustication from the institution for period ranging from one to four semesters.
 - Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- m) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
- in case of an order of a IARI-Cuttack Hub, to its Director.
 - All hostellers are required to sign an Anti-Ragging Undertaking form.
- n) A false ragging case if proved can lead to penalization of the complainant as per any point of (1) depending on the seriousness of the action.

A boarder, who is found misbehaving/indulging in an activity that spoils the reputation of the institution, will be immediately suspended from the hostel, with the consent of the **Chairman-Students welfare**.

Any other violation will be dealt with on a case-by-case basis.

N.B: Hostel regulations are governed by Chairman-Students welfare Office and regulations updated from time to time.



भाकृअनुप - राषुठ्रीय चावल अनुसंधान संस्थान

कटक-753006 (ओडिशा), भारत

ICAR - NATIONAL RICE RESEARCH INSTITUTE

CUTTACK-753 006, (ODISHA), INDIA

PHONE: 0671-2367768-783, FAX: 0671-2367663



APPLICATION FORM FOR HOSTEL ADMISSION

1. Name :
2. Mobile No. :
3. Father's Name :
4. Father's Contact No. :
5. Date of Birth :
6. Sex : Male / Female
7. Category : ST /SC/OBC/General
8. Course & Semester :
9. Permanent Address with Contact No. :
10. Local Guardian's Name :
- Address with Contact No. :

I,, declare that the information given above is true to the best of my knowledge and I have understood the hostel Rules and Regulations properly. I will conform the culture of the Hostel and abide by the Rules and Regulation of the hostel if admitted to the Hostel.

Signature of Student

DECLARATION BY THE PARENTS / LOCAL GUARDIAN

I Shri / Smt Parent / Guardian of Shri/Km..... Will take full responsibility if he/ she broke IARI-Cuttack Hub Hostel Rules and Regulation issued from time to time for the Institution or Hostel. I also Undertake to pay any Hostel Room Rent and Mess Fee bill dues which my ward fails to clear.

Signature of Parent/Guardian

Contact No.....

FOR OFFICIAL USE

1. Type of hostel allotted :
2. Room No. allotted :
3. Occupies the room on :

List of Enclosure:- 1. Photo copy of Student's Semester Registration Receipt.

Signature of Hostel Warden

*Annexure-I***Declaration by the Hostel Boarder**

I, Mr/Ms. _____ ,

I.D. No. _____ of _____ year

B.Sc.(Ag.)/ M.Sc. / Ph.D. Course and a resident of the Students Hostel, do hereby declare that :

1. I will not go outside the Hostel after 6.30 p.m. without the permission from the Warden.
2. I will seek permission of the Warden to talk to my parents or relatives who visit the hostel to see me.
3. I will not take dining plates, water glasses, cups or any other hostel utensils outside the mess.
4. I will not take any reading material, intended for common reading purpose, to my room.
5. I will not watch the T.V. after 9.00 p.m. on any day of the week.
6. I will keep my room and the Hostel premises neat and clean.
7. I will abide by the Hostel Rules and Regulations to maintain discipline in the hostel.
8. I will not indulge in ragging or teasing the freshers.

If I violate any of the hostel rules, I agree that I am liable to be expelled from the Hostel.

Signature of the Hostel boarder

Place: Cuttack

Date:

Signature of Parent/Local Guardian

Address:

Admission Number _____

ANTIRAGGING AFFIDAVIT BY THE STUDENT

1. I, s/o - d/o Mr./Mrs./Ms, having been admitted to IARI-Cuttack Hub have received a copy of the UGC regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:
I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

DECLARED ON _____

Signature of Deponent

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ On _____

Signature of Deponent: _____

Annexure-III

Admission number _____

UNDERTAKING BY PARENT/GUARDIAN

1. I, Mr./Mrs./Ms. Goutam Sen father/mother/guardian of Pradarshak Sen having been admitted to Indian Agricultural Research Institute, have received a copy of the UGC regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:-
My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my ward is liable to be cancelled.

DECLARED ON _____*Signature of Deponent***VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ On _____

Signature of Deponent: _____



ICAR-National Rice Research Institute
(An ISO 9001:2015 Certified Institute)
Cuttack 753006, Odisha

Phone: 91-671-2367757; Fax: 91-671-2367663
Email: director.nrri@icar.gov.in | directorcrricuttack@gmail.com
Website: <https://www.icar-nrri.in>

