



ICAR-Central Institute for Research on Buffaloes
Hisar Haryana



Allotment of Hostel Accommodation Rules, 2023

Hostel accommodation is available for Masters / Ph.D. Scholars, Research Associate (RA), Senior / Junior Research Fellow (SRF/JRF), Young Professionals (YPs) sponsored from Indian Universities, Research Institutions or working under any project/section. In order to regulate community living harmoniously in the hostels, some rules have been framed for the guidance of the hostellers. These rules are meant for the hostellers to maintain a high order of discipline, honesty and moral conduct for self and fellow hostellers. Students/resident are supposed to lead a career-oriented living in the hostel. While in the hostel, they are responsible for upkeep and look after of rooms, furnishing and fixtures. They are also supposed to conduct themselves extremely well within and outside the hostel. Payment of fees and dues, proper use of hostel facilities, common room, mess rules and regulations for entry and departure from hostel are some of the important points that have to be adhered to by the hostellers.

The Rules as well as Forms (*Application Form, Hostel Vacating Form, Caution Fee Refund Form, Penalty Form, Undertaking Certificate*) mentioned hereunder must be thoroughly read by Major Guide/Co-Major Guide/Principal Investigator (PI) of Project/In-charge as well as students for general guidance. **These rules are applicable to both boys' / girls' hostel at ICAR-CIRB, Hisar. It is mandatory for all the students/RA/SRF/YPs joining ICAR-CIRB to strictly follow these rules and regulations.**

(A) ACCOMMODATION

1. Students/RA/SRF/YPs seeking admission to the hostel must apply separately on the prescribed application form available in the Institute website, duly signed by him/her and recommended by respective Major Guide/Co-Major guide/Principal Investigator (PI)/Section In-charge with comments of Academic Coordinator, if applicable.
2. Students/RAs/SRFs/YPs will be admitted to the hostel by the Hostel Warden/In-charge Hostel on payment of prescribed fees. Students/RAs/SRFs/YPs should attach relevant documents (Guide Allotment Order for Students/Selection order for RA/SRF/YP) from Academic Co-ordinator/CIRB office along with application while applying for hostel accommodation.
3. Every student/RA/SRF/YP will be provided with a chair, table, other fittings etc as per availability at the institute. He/She shall be responsible for the safety of the furniture & fixture and electrical fittings given to him/her.
4. No item of furniture is to be removed from one room to another without prior permission and authorization of the Warden.
5. The hostel rooms are to be vacated during cleaning, repairing, whitewashing and painted as and when necessary.
6. Hostel accommodation once allotted cannot be changed except in very exceptional circumstances with the concurrence of the Warden/Incharge. No student can change his/her room on his/her own without the permission of the Warden/Incharge.
7. Any room can be got vacated at the discretion of the warden/Incharge without assigning any reason.
8. No resident will be allowed to remain in the hostel if he/she has not cleared all the hostel dues from time to time.
9. No cooking or lighting fire of any kind is permitted in the hostel rooms.
10. Students after submitting Masters/PhD dissertation may be allotted hostel accommodation on request, with the payment of hostel fees only till viva-voce examination is over.

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11. It is mandatory to intimate one week in advance to Hostel Warden/In-charge through Major Guide/ Co-Major Guide/Principal Investigator (PI)/concerned Head of Division/Section In-charge in prescribed form while vacating the room with compulsory handing over room keys before vacating.

12. Residents are not to scribe anything on the walls and doors of the hostel rooms. Sticking of posters and distribution of unauthorized hand bills/pamphlets/notices by the residents is not permitted.

13. Continuation of stay of a student/ RA/SRF/YPs in the hostel without prior permission or after the completion of research work/project is deemed violation of rules.

14. Students/RAs/SRFs/YPs already working at CIRB when joining new projects/section at CIRB should submit fresh application for hostel accommodation through their respective Guide/Co-guide/Principal Investigator (PI)/concerned Section In-charge.

(B) ELIGIBILITY FOR HOSTEL ACCOMMODATION

1. First priority for hostel accommodation shall be given to students allotted to CIRB scientists (First from ICAR Institutes followed by SAUs) on first come first serve basis i.e. whose complete application in the prescribed format duly forwarded and recommended will be given first priority. Then provision for accommodation shall be given for RAs/SRFs/JRFs/YPs working at CIRB followed by RAs/SRFs/JRFs working at other ICAR institutes which shall be done by Hostel warden / Incharge with the discretion of Director ICAR-CIRB.

2. Allotment of hostel to RAs/SRFs/JRFs/YPs will be subject to the condition that in the event of hostel accommodation required for allotment to the allotted students, they (RAs/SRFs/JRFs/YPs) will have to vacate the allotted hostel accommodation on a notice of 15 days. This process will be done on first come last go principle. An undertaking in this regard will have to be submitted by the concerned RA/SRF/JRF/YP at the time of applying for hostel accommodation.

3. The rooms allotted to RAs/SRFs/JRFs/YPs shall have to be vacated within 15 days time period in case of need for accommodating students which shall be given as undertaking certificate.

4. Allotment of accommodation to YPs shall be subject to approval of the competent authority of the Institute i.e. Director, ICAR-CIRB, in exceptional cases only.

5. Allotment of hostel accommodation in respect of Students will deemed to have been cancelled from 16th day of his/her completion of Thesis Research/project at ICAR-CIRB, Hisar OR as per the orders of the Hostel Warden and/or Director of the Institute, whichever is earlier. Accordingly, students will have to vacate the hostel accommodation on or before 15th day of cancellation of hostel accommodation; failing which action as deemed fit will be taken against him/her. In addition, they will have to pay damage charges to be fixed by the competent authority for the unauthorised stay in the hostel accommodation.

6. Allotment of hostel accommodation in respect of RAs/SRFs/JRFs/YPs will deemed to have been cancellation from 1st day of completion of duration of his/her engagement as RA/SRF/JRF/YP at this Institute OR from 16th day of notice of vacation of hostel accommodation by Hostel Warden, whichever is earlier. Accordingly, RAs/SRFs/JRFs/YPs will have to vacate the hostel accommodation on or before 15th day of cancellation of hostel accommodation; failing which action as deemed fit will be taken against him/her. In addition, they will have to pay damage charges to be fixed by the competent authority for the unauthorised stay in the hostel accommodation.

7. RAs/SRFs/JRFs/YPs at the time of applying for hostel accommodation will have to submit alongwith application form a Surety from any of the regular/permanent staff of this Institute to the effect that in the event non-clearance of pending dues by him/her (RA/SRF/JRF/YP concerned), the Surety will be responsible for payment of such dues and in the event of failure of surety to deposit the said dues with the Institute, the administration of the Institute may recover the same from the salary of the surety.

(C) ABSENCE FROM HOSTEL

1. Absence from hostel by hostellers should be in knowledge of warden / Hostel Incharge. Unauthorized absence from hostel, even overnight will be considered indiscipline.
2. Hostellers should be in their rooms by 10.00 P.M. Scholars who wish to be in the laboratories after 10.00 P.M. for research work should obtain prior permission after due recommendation of their Guide/Head of Division.

(D) STUDENTS GUESTS

1. No student guests/ex-students are permitted to stay in the Hostels.
2. Under no circumstances can ladies/female guests be permitted or entertained in the individual rooms of the boy's hostel and made guests in the ladies' hostel.
3. Guests of minor age are not allowed to stay in hostels.

(E) RAGGING or INDULGING IN RAGGING

“Ragging” or “Indulging in Ragging” in any form by the student in or outside the institute campus is completely prohibited. Violation in any form will lead to the expulsion from the Hostel/Institute without asking any explanation from the defaulter.

(F) HOSTEL FEES/DUES

1. Students (Masters/PhD) should deposit fees before the start of each semester (**@Rs. 250/ month**) and RA/SRF/JRF/YPs should deposit 6 months fees in advance (**@Rs. 500/month**) for getting accommodation in hostel.
2. Students/RA/SRF/JRF/YPs should deposit a caution fee of **Rs. 3000/- [Rupees Three Thousand only]** at the time of allotment of hostel accommodation which shall be refunded when the student/RA/SRF/JRF/YPs vacates the hostel accommodation following due application.
3. Students/RA/SRF/JRF/YPs are advised to conduct properly while in mess/canteen and pay the dues in time. Non-payment of hostel dues may result in not only paying penalty but also removal from the hostel.
4. For RA/SRF/JRF, if accommodation is provided in the ICAR-CIRB premises, House Rent Allowance (HRA) shall be deducted as per rules.

(G) MESS AND DINING FACILITY

1. All person (Students/RA/SRF/JRF/YPs) residing in the hostel have to compulsorily join the hostel mess. Maximum 10 days mess off will be considered if the person is out of CIRB campus.
2. Hostel has mess and dining facility equipped with requisite cookware and utensils. All students should have to deposit mess at the time of registration to hostel office. Mess is run by Students/RA/SRF/JRF/YPs on co-operative basis. The student shall pay mess fee on monthly basis. If a student is sick, written application by the student should be given to mess manager for mess worker supervisor for serving food in the room.
3. Residents are to be cooperative in organization of their own messes and a Mess Committee comprising of students of respective hostels will be constituted. The mess committee will decide the menu, check food quality from time to time, maintain a record of such inspections and give feedback for improvement of food quality and other aspects of mess and dining.
4. It is mandatory for all students to follow the guidelines. Being cooperative system of mess, it would be responsibility of students to run the mess as per roster prepared at the start of the calendar year and all the financial issues has to resolve by the students themselves as per the guideline prepared consensually by the students.
5. Students should observe the prescribed hours for **breakfast (8.00 to 9.00 am), lunch (1.00 to 1.30 pm), tea (5.30 to 6.00 pm) and dinner (8.00 to 9.30 pm)**. **No person shall be allowed to remain in the common room/mess after 10.00 pm**. Inmates should be in proper dress when they come to common room or dining hall or use the lawns.

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6. No food items (breakfast, lunch and dinner) can be taken in the rooms by the hostel residents except in case of illness with permission of the Hostel Warden/ Incharge.
7. Such student who does not clear mess charges as per the constituted rules can be removed from the hostel as well as disciplinary action can be taken as deemed fit.
8. Non-hostellers/outsideers are not allowed to join the mess as a regular member or self-guest without permission of hostel authorities.
9. Mess off will be considered only if you are not eating even a single meal in the full day. Mess off will be considered only with the prior information (minimum one day before) to mess managers. All inmates should mark your absent in the attendance sheet.
10. All boarders have to pay the mess fee before 10th day of the month. Failing to pay, **Rs. 50** per day fine will be charged. The cost of cylinder and mess workers salary (service charge) will be equally distributed among all the boarders irrespective of days eaten in mess.
11. Everyone have to pay the service charge even you are not eating for a single day in the month (if out of campus for the entire month). If a person is residing in hostel but not dining in mess, she/he has to pay monthly service charges as well as 20 days diet charges.
12. If any hosteller is dining for less than 20 days in a month, he/she shall have to pay guest charges.
13. Mess managers have to clear the account one week after the completion of their mess. All the hostel inmates have to compulsory run the cooperative mess. No due will not be issued if the any person has not run the co-operative mess during the stay at Students' hostel.
14. All dues including mess charges should be paid in time. In community mess, due cleanliness to be followed.

(H) VEHICLES AND VEHICLE PARKING

1. The students having two /four wheelers shall get due sanction from the hostel administration by submitting a copy of registration papers and driving license.
2. Only registered vehicles will be allowed to park in the hostel parking area.
3. Vehicle parking other than the designated area of parking is strictly prohibited and will be liable for action as deemed fit.

(I) DAMAGE AND RECOVERY

1. Rough handling/damage of any property or fitting of hostel premises like dining hall furniture, TV room, reading room, room furniture or any furniture of the hostel or whatsoever is strictly forbidden.
2. The cost of damages will be recovered in the following manner:
 - If any individual or group is identified to have caused the damage, double the cost will be recovered from him/her group.
 - If damage is done in any of the rooms and the person(s) is / are not identified then double the cost will be recovered from the room-mates collectively.

(J) OTHER GENERAL RULES AND REGULATIONS

1. Any confinement in the hostel due to sickness/ill health should be reported to the Hostel Warden/Incharge immediately.
2. Students/RAs/SRFs/JRFs/YPs will have to use their own locks and bulbs/tube rods for the hostel rooms allotted to them. Replacement of bulbs/tubes in the hostel room during the period of stay by a hosteller will be the responsibility of the hosteller himself.
3. No article of common use such as common room items, spare articles, dining utensils etc. may be taken to their rooms or anywhere else by the residents in the hostels.
4. The use of heaters, electrical rods or any other electrical appliances is not allowed in the hostel resident rooms.

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5. Students/RAs/SRFs/JRFs/YPs are not supposed to tamper with electrical installations. Any tempering with electrical installations, switchboards etc. shall be considered as violation of the hostel rules.
6. Students/RAs/SRFs/JRFs/YPs should be as economical as possible in the use of water and electricity. Lights and fans and other appliances, if any must be switched off and water taps closed when not in use.
7. Any act of damage to the buildings, wall, component, sanitary fittings, common electrical facilities, furniture, T.V. etc. will be heavily penalized.
8. Students/RAs/SRFs/JRFs/YPs will not disturb other residents by making noise or otherwise in the corridors or tuning electrical/electronic gadgets loudly.
9. No resident is to insult/injure or appear to cause insult/injury to the feelings and sentiments of other hostel mates.
10. Residents are not to organize themselves into groups or give cause to even appear to have done so, on the basis of caste, creed, religion, class or programme considerations, or on the basis of social or political philosophy. Violation can lead to expulsion from Hostel/Institute.
11. Gambling, use of alcoholic drinks/intoxicants/narcotics in any form within or outside the hostels by residents is strictly prohibited and any violation is liable to expulsion from the Hostel/Institute
12. Residents/Boarders are to keep their surroundings neat and clean and make proper use of dustbins. Spitting in the hostel compound, corridors and rooms and plucking flowers and crossing of flower beds and lawns are prohibited.
13. Students/RA/SRF/JRF/YPs are required to cooperate with hostel staff/attendants/mess servants etc. They are not authorized to punish hostel workers. Any complaint of indiscipline or insult against them should be reported to the Warden for necessary action.
14. Students/RAs/SRFs/JRFs/YPs will abide by the decision of the hostel authorities with respect to the enforcement of hostel rules.
15. The hostel authorities shall decide on merits the individual cases of any punitive or ameliorative action arising out of violation of rules or conduct inside the hostel.
16. Every resident of the hostel must attend to the call of the Hostel Warden whenever required.
17. No Student/RA/SRF/JRF/YP is allowed to keep any lethal weapon, fire arm, explosive material, poison, intoxicant, alcoholic drinks etc. in his/her room in the hostel.
18. Hostellers are advised not to keep costly jewellery, gold, cash etc. in their rooms. They are themselves responsible for safety of their personal belongings.
19. Trespassing of lawns and sports grounds is not permitted. Playing games on lawns/ground other than those specified for the purpose is strictly prohibited.
20. No cultural/social functions can be organized in the hostel premises without prior permission of hostel authorities.

(K) ADDITIONAL RULES FOR WOMEN/GIRLS HOSTEL

1. All visitors to the women hostel are required to sign in the visitors register at each visit to hostel specially kept for this purpose in the girls hostel and state their relation and purpose of visit.
2. Girl residents may meet approved visitors only in the visitor room/Common Mess during visiting hours i.e. 5.00 PM-7.00 PM.
3. No visitor is allowed to go inside the rooms of the residents in the girls' hostel at any circumstances without prior approval of hostel Warden/Incharge. It would be the responsibility of the concerned student to inform the visitor for strict compliance of rules.

(L) FINE AND DISCIPLINARY ACTION

1. Violation of any of prescribed rules would result in fine/punitive action and serious violations would be referred to the Director, ICAR-CIRB.
2. The Director, ICAR-CIRB of Institute reserves the right to take necessary disciplinary action/terminate the temporary occupancy of the student for any willful disobedience or defiance

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of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-social, anti-national or undesirable activities.

3. In view of above rules and regulations, the following general fine would be imposed on hostel resident on violation of any of Hostel rules /disciplinary action against misconduct. Any violation of Hostel rules shall result in the imposition of fine of **Rs. 1000/- [Rupees One Thousand Only]**. Hostel warden and Incharge reserve right to impose the fine and decision of warden would be final. Failure to deposit in fine by hostel resident in defined time (10 days), will be liable for double fine and case will be referred to Director, ICAR-CIRB.

4. Repeated violation of Hostel rules shall result in termination of occupancy of students/ RAs/SRFs/JRFs/YPs without assigning any reason by decision taken by Director ICAR-CIRB.

5. The Director, ICAR-CIRB has the power to relax any conditions of the Hostel accommodation rules. The Director, ICAR-CIRB reserves the right to reject / accept any application without assigning any reason thereof.



**ICAR-Central Institute for Research on Buffaloes
Hisar, Haryana**



Checklist for Hostel Accommodation at ICAR-CIRB

1. Application Form.
2. Documents (Student allotment order / Office order for Selection for RA/SRF/YP).
3. Hostel fee Deposit particulars.
4. Caution fee Deposit particulars.
5. Undertaking Certificate.
6. Self-attested Photo



**ICAR-Central Institute for Research on Buffaloes
Hisar, Haryana**



**Application Form for Hostel Accommodation
(Please read the Hostel Rules carefully before filling the Form)
(Use Capital Letters Only) File No.**

1. **Name:**
2. Designation:
3. Aadhar No: Mobile:
4. Email:
5. Affiliated University/Institute:
6. Project/ Thesis Research Duration:
7. Name of Guide/Co-Guide/ PI/Section In charge: (Fix Self Attested Photo)
8. Institute & Designation:
9. Father/Guardian Name:
10. Father/Guardian Address/Permanent address:
(Communication to be done in case of emergency)

11. Father/Guardian Mobile/Phone:

12. Fees Deposited particulars:

This is to certify that I have read the hostel rules for allotment of room in Student's hostel, ICAR-CIRB, Hisar. I undertake to comply with all the hostel rules and regulations of ICAR-CIRB during my stay at ICAR-CIRB Hostel. I am aware that in the event of my failure to comply with the said rules, the allotment of hostel accommodation in my favour can be cancelled by the competent authority of the Institute.

Signature with date

Recommendation of Guide/ Co-Guide/ PI/Section Incharge

Recommendation of Academic Coordinator (For Students)

Hostel In charge

Hostel Warden

Director, ICAR-CIRB



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Hostel Vacating Form

File No.:

Date :

This is to inform that I, Dr/Ms/
Mr.....C/o.....
who was allocated accommodation in ICAR-CIRB Students Hostel, Hisar, Room
No.....vacated the hostel on..... due to
..... I have cleared all accommodation dues/fees and there is no
pending dues against me.

Student/RA/SRF/JRF/YPs	Guide/Co-Guide/PI/ Section Incharge	Academic Coordinator (For Students)
Signature: Name: Details: Date:	Signature: Name: Date:	Signature: Name: Date:

For office Use/Records

**Hostel Incharge
ICAR-CIRB**

**Hostel Warden
ICAR-CIRB**



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Caution Fee Refund Form

File No.:

Date :

This is to inform that I, Dr/Ms/
Mr.....C/o.....
who was allocated accommodation in ICAR-CIRB Students Hostel, Hisar, Room
No.....vacated the hostel on..... due to the completion of
my Research / Project Work at ICAR-CIRB, Hisar and after deposit of all dues on account of
accommodation or otherwise. Hence Kindly refund my Caution Fee paid Rs.....dated
.....TR No. I undertake that if at any stage it is found that there are some dues
outstanding against me, I will pay the same.

For office Use/Records

**Hostel Incharge
ICAR-CIRB**

**Hostel Warden
ICAR-CIRB**



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Penalty Form

File No.:

Date :

This is to inform that I, Dr/Ms/
Mr.....C/o.....
who was allocated accommodation in ICAR-CIRB Students Hostel, Hisar, Room is paying
penalty of Rs..... due to
.....

Student/RA/SRF/JRF/YPs	Guide/Co-Guide/PI/ Section Incharge
Signature: Name: Details: Date:	Signature: Name: Date:

For office Use/Records

**Hostel Incharge
ICAR-CIRB**

**Hostel Warden
ICAR-CIRB**



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Undertaking Certificate

File No.:

Date :

I, Dr/Ms/ Mr..... C/o.....
.....am to submit that I have applied for hostel accommodation in ICAR-CIRB. I undertake that if I am allotted hostel accommodation as applied for by me and in the event of same required to be vacated by me for whatsoever reason, I shall vacate the same within 15 days from the date of receipt of notice for vacation.

Student/RA/SRF/JRF/YPs	Guide/Co-Guide/PI/ Section Incharge
Signature: Name: Details: Date:	Signature: Name: Date:

For office Use/Records

**Hostel Incharge
ICAR-CIRB**

**Hostel Warden
ICAR-CIRB**