



छात्रावास पुस्तिका **HOSTEL BOOKLET**



सी एस आई आर - सूक्ष्मजीव प्रौद्योगिकी संस्थान
CSIR-INSITUTE OF MICROBIAL TECHNOLOGY



CONTENTS

1. DIRECTOR'S MESSAGE	2
2. HOSTEL AFFAIRS' COMMITTEE- ORGANIZATIONAL CHART	3
3. HOSTEL RULES AND GUIDELINES	4
4. GENERAL CODE OF CONDUCT	10
5. DISCIPLINARY MEASURES	12
6. COOPERATIVE HOSTEL MESS	13
7. APPLICATIONS AND FORMS	15
8. ROOM INVENTORY & HOSTEL AMENITIES	26
9. PHOTO GALLERY	28
10. FIRE SAFETY INSTRUCTIONS	33
11. LAYOUT PLAN FOR IMTECH HOSTEL & LOCATION OF FIRE EXTINGUISHERS	35
12. EMERGENCY HELPLINE	39
13. CITY MAP	40



DIRECTOR'S MESSAGE



It gives me immense pleasure to present this IMTECH Hostel Guidelines Booklet to facilitate our research students and research fellows. Students and fellows are the backbone of the Institute and it's our endeavor to provide them with a peaceful, secure and a healthy environment at IMTECH.

While it is a constant challenge to keep up with the expectations of our students, I would like to assure them that within our limitations, it's their interest that we always hold dear to our hearts.

I hope that with this booklet out in circulation, it will help our current and future residents to be in sync with the regulations and the facilities on offer.

I would like to express my gratitude to Hostel Warden's Dr. Alka Rao, Dr. Deepak Sharma who have contributed their diligent efforts in bringing out this booklet. I would also like to thank Dr. Neeru for Hindi translation and her assistance.

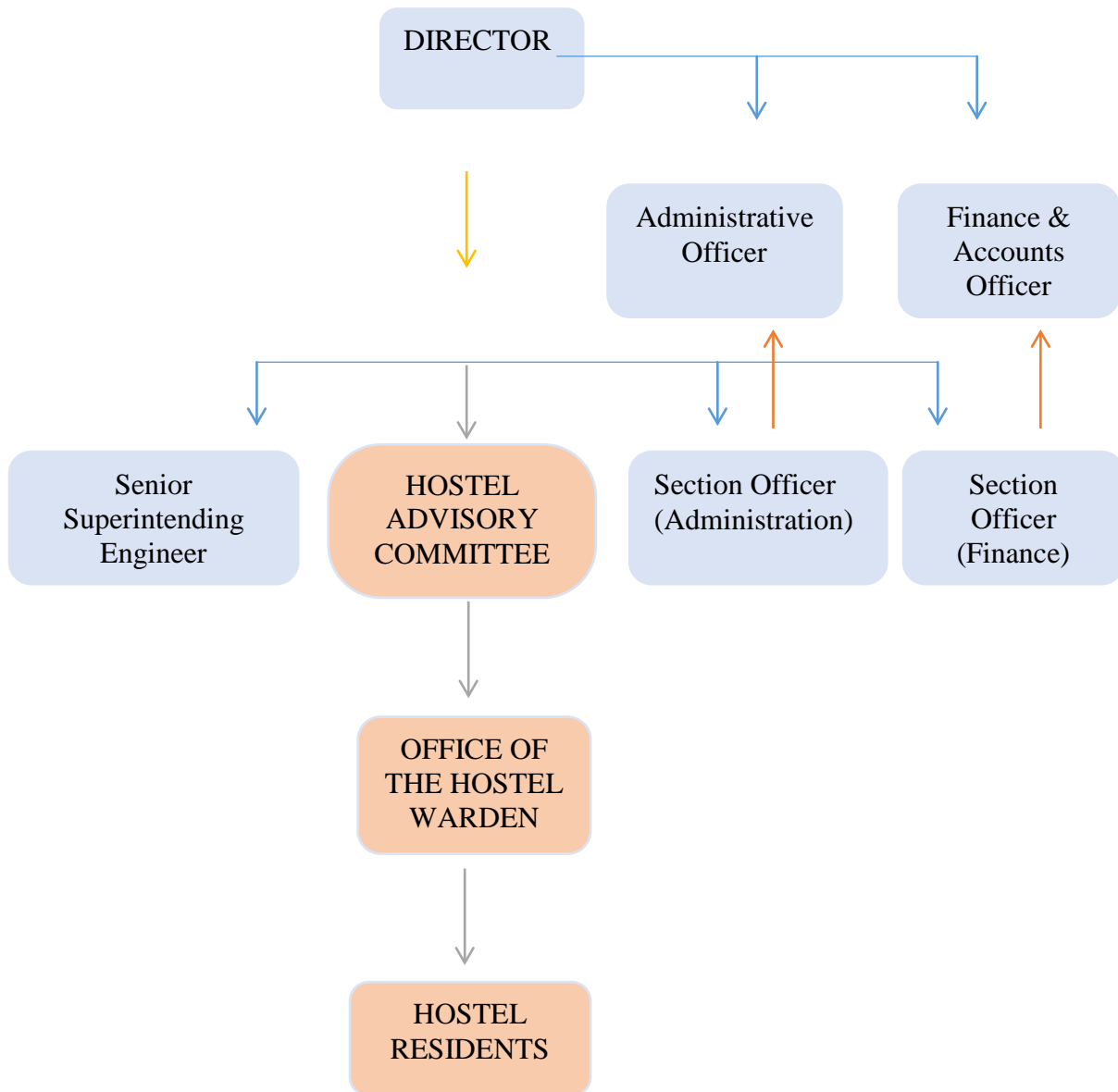
I wish all our hostel residents very fruitful, memorable and a pleasant stay.

A handwritten signature in blue ink, reading 'S. Khosla'.

(Dr. Sanjeev Khosla)
Director
CSIR-IMTECH



HOSTEL AFFAIRS' COMMITTEE- ORGANIZATIONAL CHART





HOSTEL RULES AND GUIDELINES

Hostel accommodation on sharing basis is available to a student/project staff, registered/enrolled in the institute in any official capacity. Any resident who is removed from the Rolls of Institute will automatically cease to be the residents of the Hostel.

Only those Research Fellows/employees shall be eligible for hostel accommodation who are unmarried or shall stay alone without their family members. Married couple accommodation may be availed, if applicable accommodation type is available on campus, upon direct application to the Estate officer or Director of the Institute.

If Hostel vacancy is available, accommodation may be provided to research project staff, based on their request for rooms for a limited period. They are required to pay room rent, establishment charges and any other charges as decided by the Institute. The project staff residing in hostels is governed by the same rules as are applicable to regular residents of the Institute. Residents/ Research Interns/Project staff availing hostel accommodation are **not eligible for HRA** and should keep the Institute informed about the change of status, if any.

All routine functioning and residents' welfare matters related to Hostel and Hostel Residents would be dealt by Office of the Warden (or the estate officer of IMTECH in his/her absence) in accordance with the policy defined the members of the Hostel Affairs Committee constituted by the Director.

Allotment of Rooms (Allotment/change/Vacation)

Hostel accommodation is made purely on first come first serve basis or on case to case basis by Director, IMTECH and on the condition that the resident agrees to abide by all the rules and regulations of the hostel. Every attempt will be made to provide hostel accommodation to all eligible applicants. However, the Office of the warden may refuse hostel facilities without assigning any reason or remove a resident from the hostel at any time on disciplinary grounds. Residents may be required on disciplinary grounds to vacate their rooms at short notice. Similarly, residents may be required to shift to an alternate accommodation at short notice due to administrative reasons. The Institute reserves the right to open any room which is not duly vacated, pack up the contents and store them at the risk and the cost of the resident involved. No complaints of breakage or loss will be entertained.

1. All communications regarding hostel issues including allotment/extension/ complaints/ feedbacks whether personal or collective are to be first submitted to the hostel office of the hostel warden directly or through hostel representatives as the case may be that shall then be decided by/forwarded to the competent authority.
2. All applicants are required to bring 3 passport size photographs for hostel admission.



3. All hostel residents are required to pay, rent/license fee, electricity charges and water charges to the office of the Warden/Administration.
4. The prescribed format of application for seeking hostel accommodation (FORM I-a, b, c) is available on the website.
5. Rooms would be allotted as per the availability and on first come first serve basis; however, if the number of the applicants is more than the rooms available or in case of a choice clash, the final decision then would be made by draw of lots or as decided by the Hostel Affairs Committee from time to time.
6. A resident has to give an undertaking (FORM II) stating that he/ she would abide by all the rules and regulations of the hostel.
7. Every resident should stay in the accommodation allotted to him/her by the Office of the warden. However, residents can choose their own room partners by mutual consent and upon by all parties concerned and upon approval from the office of the warden. Any change of accommodation without prior written permission (FORM III) of the Office of the warden is not permitted and the violation of this rule is considered as an act of indiscipline. Waiting List for changing Hostels/ Rooms: Residents desirous of shifting to different rooms within their present Hostels or wishing to shift to other Hostels must put their names in the "Waiting List" being maintained at respective Hostels or at warden's Office. Such residents will be accommodated based purely on the waiting list seniority.
8. Allotment made to a resident is subject to cancellation if he/she fails to occupy the room in the prescribed time. Residents will also forfeit their rooms if they fail to clear all their dues to the hostel by the appointed day. In such cases, they will be asked to vacate the hostel.
9. Institute may shift / change hostel accommodation of the residents any time as per the requirement or any other institutional policy. All rights regarding shifting of residents from one hostel to another are reserved with the office of the warden/Institute.
10. Residents may be required to shift to other blocks/ rooms as and when informed by hostel authorities. This shifting may be necessitated due to administrative reasons and residents are required to co-operate. Residents must occupy rooms specifically allotted to them.
11. Normally the hostel facility can be provided to a PhD resident only up to the duration of the fellowship tenure. However, in cases where PhD thesis has yet not been submitted, a hostel resident may request extension in the hostel accommodation (FORM V) with the recommendation of his/her PhD supervisor. The Director if requested through proper channel may consider the request for extension. In such cases, room rent and other applicable charges would be payable by the hostel resident at a rate as decided by IMTECH Hostel Affairs committee/Administration from time to time.
12. The rooms allotted to the residents at the time of admission are for a limited period of up to expiry of their tenure of fellowship/Project etc.
13. Residents who wish to vacate the hostel must give at least 10 days prior notice to the office of the warden for necessary formalities/advice. Intimation regarding hostel vacation should be submitted to the office of the warden in the format as given in FORM VI along with a no objection certificate from the administration.



14. Once a resident vacates the hostel, he/she will not be re-allotted hostel accommodation for a minimum period of 6 months.
15. When there is a vacant seat in the room, the duplicate key of the room must be deposited with the Office of the warden to facilitate allotment of the vacant seat to another resident.
16. All hostel inmates must report any disciplinary matter or problems concerning them or their room-mate/neighbor(s) coming to their notice to the Office of the warden through block representative/caretaker or directly. In case their room-mate is absent from the room or is sick/admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any bad/unwanted practices, the same must be immediately brought to the notice of the Office of the warden.
17. No events/ party/ meetings/ resident community gatherings would be allowed within IMTECH premises including Hostel premises. However, with prior written permission from the Director obtained through proper channel (office of the warden) in the prescribed format (FORM VII) such events may be allowed. Further, all such activities are to be organized in strict adherence with the rules and regulations of Local Administration. Disobedience of this rule will be severely dealt with.
18. All instructions/notices displayed on notice boards will be deemed to have been read by all residents and excuses for non-compliance of such instructions and notices due to ignorance will not be accepted. Residents are advised to look at the notice board everyday to acquaint themselves with latest information/orders.
19. The management reserves the right to break open the rooms in case of violations of hostel rules, suspected unlawful activities and security risk cases or where the resident is absent from his room for a long period without prior information or any valid reason. This will, however, be carried out by the security in the presence of the hostel warden, Caretaker and one more person at the discretion of the Office of the warden. On such occasions, the items in the room will be listed by these officials and kept in the store room. A verbal report, followed by a written report will be sent to the higher authorities.
20. Any breach of the Institutional rules & regulations as well as security by any hostel resident would make him/her liable to disciplinary action.

Visitors

1. All visitors including parents/guardians must be entertained only in the visitor's lounge preferably during visiting hours (9:00 A.M.-9:00 P.M.) only. Concerned resident will obtain a visitor's Gate pass from the Reception at the main gate.
2. Transit accommodation for the guest of a hostel resident can be availed with a prior permission of the Hostel office of the warden in prescribed format (Annexure IV). Which then should also be submitted to the office of Security officer as well as to the office of the warden for records. Kindly note that the transit/guest accommodation is not a right but a privilege extended to all hostel residents. In general, such accommodation may be allowed for 1-3 days. Under no circumstances, a guest accommodation can be extended beyond seven consecutive nights.



3. Proxy or dummy room-mates are forbidden. Strict action will be taken if accommodation is held as proxy. They are liable to be removed from the hostel. Residents are not permitted to allow their rooms to be used by others. All visitors and non-residents including residents from other hostels must leave the hostel/other residents' rooms before 9:00 P.M. All residents are advised to extend their fullest co-operation to see that no unauthorized persons enter or stay in the hostel premises. If they happen to find any such person, they should demand the permit/ Identity Card and if it is not forthcoming, the matter should be brought to the notice of the Office of the warden for further action.
4. Any hostel resident allowing/ facilitating/ accommodating any unauthorized guest/person would be liable to the disciplinary action.

Vehicle and Parking

In case of residents having vehicles, they are advised to keep their vehicles always locked. Residents' private vehicles are liable to be frequently checked by the Transport Authorities. Residents are advised to update the registration as per the rules/regulations prevalent in the Union Territory, Chandigarh. Residents are also advised to adhere to the traffic rules. Using vehicles without proper silencers create noise pollution and is prohibited. All vehicle owners will register their vehicles with IMTECH security and obtain stickers for parking the vehicles in the Institute/IMTECH Campus. Institute does not take responsibility of the vehicles. Parking of two wheelers in the hostel corridors, behind hostel mess area and under porticos is strictly prohibited.

Damage to Hostel Property

Any damage to hostel property will be made good by the residents responsible for such damage. This includes driving in of nails, defacing of walls, damage to fixtures and furniture. Fine(s) will also be levied in addition to disciplinary action and eviction from the Hostel.

Maintenance of Rooms

1. The rooms have been distempered and painted as per schedule and will be maintained regularly by the management as per the maintenance schedule. Residents are not permitted to re-paint or do any alteration of any nature without the written permission of IMTECH Administration /ESD.
2. All maintenance complaints/requirements will be attended to by IMTECH/ESD. Complaint(s) must be entered in the register(s) available in the hostels. The complaints will be attended to expeditiously and will be monitored by the Office of the wardens. **Residents are not permitted to employ any outsiders for any such job without the permission of IMTECH Administration.**
3. Residents must bring to the notice of the Block Representative or office of the warden any failures / breakdown in the electric supply. They should not themselves attempt to repair the defects in the mains or in the distribution system. The service of an electrician is available round



the clock for attending to any defect in the electric system or fittings. When leaving the room, the occupants must take care to see that the fan and lights are switched off. Every effort must be made to economize the use of electricity. A warning "S O S" (Switch-Off Something) may be put up on the door to remind the residents before they leave the room. Frequent offenders may also be dealt with disciplinary measures.

4. The rooms and surroundings must be kept clean. The service of the cleaners must be obtained to ensure that the rooms are swept and cleaned while the residents are in the room. Residents are at the service of residents. Residents are responsible for the cleanliness of their rooms. They should see that the rooms are properly swept every day. All waste paper and refuse must be placed in the receptacle provided for that purpose.
5. The electric points provided in each room are to be used for connecting table lamps, computers and laptop etc. Use of any domestic electric appliances, especially for cooking etc. is not permitted. Institute notifies a list of appliances permitted to be used in the room. Infringement of these rules will be severely dealt with. For the use of authorized electric appliances permission may be obtained from Office of the warden/Administration. Any private unauthorized electric appliance found in any of the rooms without permission will be confiscated and disciplinary action initiated.
6. Water is an essential but scarce commodity. All residents are requested to use water judiciously and preserve it. Leakage, etc. in the bathrooms should be immediately reported through Block representative/Caretaker.

Complaints and Representations

1. Complaints and all cases of grievances among residents about the rules / regulations enforced by the competent authority of the institute, should be approached through proper channel (office of the warden). Instead of resorting to undemocratic means like mass shouting, misbehavior, verbal or physical abuse of any person on duty the aggrieved party/ hostel residents should escalate the matter through concerned officers/ office of the warden (s) individually for their personal issue and through their representative (s) for a collective problem.
2. Complaints, if any, shall be made in writing addressed to the Office of the warden. Complaints will be resolved expeditiously by the Office of the wardens. Advice and assistance of Director will be taken when needed. For investigation of any of the complaints, the Office of the warden may call the concerned resident or hostel employees to his/her office.
3. All complaints regarding repairs/maintenance in the Hostels must be made personally by the residents in the prescribed formats (FORM VIII & IX). The complaints can be dropped in the "Complaint Box" of the institutional ESD unit at any time. These complaints are attended to expeditiously by ESD staff.



4. In order to facilitate the proper diagnosis and redressal of grievance(s), an e-mail account (hostel@imtech.res.in) for hostel residents is available where residents can submit their complaint(s)/ feedback(s)/ suggestion(s) to their concerned office of the wardens that shall then be addressed at the earliest.
5. In case of any emergency, the emergency contacts are displayed at various places in all the Hostels. Beyond office hours wardens can be approached through the hostel security office.

Sickness

If a resident falls sick, he/she or room-mate/friend must immediately inform the caretakers/block representatives/ person on duty/ or in security , who will facilitate arrangements to shift/evacuate the resident to the hospital as necessary. Information regarding any resident falling sick or getting admitted in the hospital must be relayed to the hostel/institute authorities, on priority.



GENERAL CODE OF CONDUCT

1. **R**AGGING IN ANY FORM IS BANNED INSIDE AND OUTSIDE THE CAMPUS. STRICT ACTION WILL BE TAKEN AGAINST THE DEFAULTERS. NO LENIENCY WILL BE SHOWN TO THE OFFENDERS. SUSPENSION AND/OR EXPULSION FROM THE HOSTEL/ INSTITUTE shall be done PROMPTLY.
2. All residents are required to maintain standards of behavior expected of residents of a prestigious institution of national repute. They are expected to behave courteously and fairly with every one inside and outside the Institute campus. Maintaining a cordial/ team environment within the hostel premises would be moral and collective responsibility of all hostel residents.
3. All residents are required to always carry their valid Identity Cards issued to them by the Institute.
4. All hostel residents are accountable for the proper maintenance & safe custody of hostel property. Hostel residents are required to keep their surroundings neat and clean.
5. The rooms, common areas and surroundings of the hostel should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.
6. Rooms are allotted to each resident on his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment.
7. Residents should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the maintenance work.
8. All hostel inmates and roommates themselves must ensure mutual conveniences especially with respect to guests/visitor and late hours' activities after 10 P.M.
9. The resident of a room is responsible for any damage to the property in the room during his/her occupancy of that room and will be required to replace/repair at their own cost the damage, if any.
10. The resident shall not move any furniture from its allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand them over to the caretaker/office of the warden, failing which he/she will be charged a penal rent as decided by the Office of the wardens//IMTECH Administration.
11. The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.
12. In the hostel premises, following activities are strictly prohibited-
 - i. Smoking
 - ii. Consumption of drugs/ alcoholic drinks



- iii. Gambling
 - iv. Intimidation or violence
 - v. Willful damage to property
 - vi. Entering the hostel premises in an intoxicated state
 - vii. Loitering in the colony area or near the Girls Hostel premises after 9.00 pm
 - viii. Shouting and using abusive language in hostel premises and campus.
 - ix. Employing unauthorized persons for personal work
 - x. Cooking in room.
13. Room service is strictly prohibited. However, sick diet may be served in room after informing the Office of the warden.
 14. Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus. Any damage to the hostel property will be charged to the occupants of the room/block with a fine. Disciplinary action will also be initiated.
 15. Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.
 16. The residents are advised not to keep large amount of cash or valuables in the room. A hostel resident will be completely responsible for all his belongings including his/her bicycle / 2-4 wheeler / mobile phone / laptop etc. The hostel administration will not be responsible in case of any loss or damage to such belongings.
 17. No televisions are permitted to be kept in the hostel rooms by the residents.
 18. Playing of loud music and disturbing the quite atmosphere by any other means is not permitted as it disturbs the fellow hostel mates. He/She may use earphones while listening to music. Playing any kind of outdoor games inside the hostels/corridors is not permitted.
 19. Combustible materials such as gasoline, paint thinner and oil lamps are not permitted in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are banned strictly in and around the Hostel premises throughout the year. Residents must switch off all lights and fans, and electrical appliances including mosquito repelling machines if any before leaving their rooms. This is necessary to avoid an inadvertent fire.
 20. In case of fire, residents must raise an alarm and call the Hostel Warden/ Caretaker. They should also alert the Security Staff deployed at the Hostel.



DISCIPLINARY MEASURES

1. **A**ny resident who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, non-compliance of any of the conduct rules, or violation of any other rule defined in this manual will be liable to the following punishments-
 - a. Expulsion from the hostel.
 - b. A record of his/her misconduct will be made in the personal file.
 - c. The cost of damage will be fully recovered from him/her together with penalty.
 - d. He/she will also be fined commensurate with the offence committed.
 - e. No recommendations may be given to him/her for studies abroad.
 - f. Rustication from the Institute.
2. Any resident found hosting/harboring an offender would also be liable to the punishments mentioned in above rules.
3. Availing room service or taking food or mess utensils to the room will attract a fine or/and disciplinary action by Institute.
4. Any breach of the conduct rules or any act of indiscipline will invite disciplinary action as deemed fit. Depending on the case, the administration reserves the right to take immediate and direct disciplinary action, amounting to even expulsion at short notice from the hostel, without resorting to any enquiry of any kind.



COOPERATIVE HOSTEL MESS

The Residents run IMTECH Hostel Mess in cooperative manner whereas the Institute provides staff and necessary infrastructure. Following are the guiding principles for the Cooperative functioning of the HOSTEL MESS

MEMBERSHIP

1. All residents are entitled for the mess membership.
2. A security deposit (refundable) is mandatory to get the mess membership.

WITHDRAWAL

1. Mess member can quit mess any time but the adjustments will be made at the end of the month. Mess member desirous of quitting has to inform the mess manager in writing.
2. Security deposit will be refunded only at the end of month once mess bill of previous month is displayed and settled.
3. Balance after adjusting the mess bill (previous month) will be refunded to the person authorized /outgoing mess member.

GENERAL RULES

1. The mess members are expected to maintain high standard of decorum and cooperation in the dining hall and mess area.
2. Timing of the mess are to be strictly followed.
3. Mess will remain closed on **Saturday evening** or as decided by IMTECH hostel mess committee.
4. For cancellation of any mess meal, the respective mess member has to inform at least 3 -4 hrs before the timing for which mess meal has to be cancelled.
5. Mess bill must be displayed latest by 7th of every month. Any delay in the mess bill will invite imposition of fine on mess manager.
6. Food won't be served in hostel rooms, exception being only in case of serious illness or injury. Mess Committee should be informed if such an emergency occurs.
7. Mess utensils are meant to be used in the mess and should not be taken to rooms.
8. Mess is being run **For The Residents** and **By The Residents**, so it's expected that proper entries for taking cold drinks, juices, desserts etc. would be made in the log book kept.
9. Nobody should comment or overwrite on the notices, bills displayed on the notice board. A separate complaint box/register will be kept for your suggestions.
10. Any complaints pertaining to mess food or cleanliness shall be written in the complaint register.
11. After cancelling of mess meals for the day, one must not partake the meals as doing so is ultimately leading to somebody missing their meal. Defaulter is entitled to fine.



12. Electricity and water should be used judiciously so co-operation of all mess members is required in making this effort.
13. Hostel representatives and mess monitoring committee including mess manager may do random searches in hostel rooms for mess utensils.
14. Facilities in mess may vary depending upon the availability of the mess workers.
15. It's requested that mess members should not enter the cooking area.
16. Mess workers should not be used for personal benefits by any mess member.



APPLICATIONS & FORMS

(Available at: www.imtech.res.in/forms)

- **Form i** : APPLICATION FOR REQUEST OF HOSTEL ACCOMMODATION (A,B)
- **Form ii**: UNDERTAKING BEFORE HOSTEL JOINING
- **Form iii**: APPLICATION FOR CHANGE OF ROOM IN HOSTEL
- **Form iv**: APPLICATION FOR THE PERMISSION FOR TEMPORARY STAY OF VISITOR/GUEST IN THE HOSTEL
- **Form v**: INTIMATION REGARDING HOSTEL VACATION
- **Form vi**: APPLICATION FOR EXTENSION OF HOSTEL ACCOMMODATION (GIRLS/BOYS)
- **Form vii**: APPLICATION FOR PERMISSION TO ORGANIZE AN EVENT/PART/MEETING/GATHERING IN THE INSTITUTIONAL PREMISES
- **Form viii**: ESD JOB CARD FOR COMPLAINT
- **Form ix**: ESD JOB CARD FOR ALTERATION / ADDITION



FORM I (A)

APPLICATION FOR REQUEST OF HOSTEL ACCOMMODATION (Ph.D)

To,
The Director,
CSIR-Institute of Microbial Technology,
Sector 39 A, Chandigarh 160036.

Subject: Hostel Accommodation (Girls/Boys)

Dear Sir,

I am joining/have joined IMTECH Ph.D. program/ Project titledunder the supervision of.....(Name of Principal Investigator) as a.....(PhD student / others) for the year _____. I would appreciate if you could kindly provide me hostel accommodation for my stay as a resident in the institute. I will pay necessary charges as applicable, abide by the rules and regulations of the institute (e.g. allocation and shifting of room etc.) and any violation may lead to my having to vacate the same immediately. Proof of joining is enclosed herewith.

Name:

Name of the Supervisor:

Contact details:

- (a) Temporary/Permanent Address:
- (b) Email address:
- (c) Telephone No.

Yours sincerely,

Date:

Place:

(Signature & Name of the resident)

(Coordinator, Student Affairs)

(Ph. D Supervisor)

(Warden)



FORM I (B)

APPLICATION FOR REQUEST OF HOSTEL ACCOMMODATION (PA/RA)

To,
The Director,
CSIR-Institute of Microbial Technology,
Sector 39 A, Chandigarh 160036.

Subject: Hostel Accommodation (Girls/Boys)

Sir,

I am joining/have joined IMTECH in Project titledunder the supervision of.....(Name of Principal Investigator) as a.....(Research Associate/Project Assistant/ Research Intern/ others) for the year _____. I would appreciate if you could kindly provide me hostel accommodation for my stay as a resident in the institute. I will pay necessary charges as applicable, abide by the rules and regulations of the institute (e.g. allocation and shifting of room etc.) and any violation may lead to my having to vacate the same immediately. Engagement offer letter and joining is enclosed herewith.

Name:

Contact details:

- (a) Temporary/Permanent Address:
- (b) Email address:
- (c) Telephone No.

Yours sincerely,

Date:

Place:

(Signature & Name of the resident)

(Signature and Name of Supervisor)

(Warden)



FORM II

UNDERTAKING

I have gone through the Hostel rules and regulations for the residents residing in the hostels of the Institute of Microbial Technology, Chandigarh and I undertake that I shall abide by the rules and regulations in the manual during my tenure as PA/ PhD student/ RA/ Intern/Trainee/ other resident. In case of any deviation, I shall be liable for action as deemed fit by the authorities.

Date:
Place:

(Signature)

(Resident Name)



FORM III

APPLICATION FOR CHANGE OF ROOM IN HOSTEL

I, resident of room no.....at Floor no.....in Girls/ Boys Hostel (IMTECH) request you to kindly allow me to shift to room no..... at floor.....in

Girls/ Boys hostel (IMTECH) for the following

reason.....

.....

.....

Date:

Place:

(Signature & Name of the resident)

(Warden)



FORM IV

**APPLICATION FOR THE PERMISSION FOR TEMPORARY STAY OF
VISITOR/GUEST IN THE HOSTEL**

Kindly allow temporary stay of my visitor/guest Mr.

/Ms.....

Address..... in my hostel room No. of

Boy's/Girl's hostel fromto (Please specify date and time). He/

She is my (please specify the relationship).....

I admit that all the information provided above are true and I alone shall be responsible for all the issues that relates to the stay of my visitor /guest mentioned above.

Date:

Place:

(Signature & Name of the resident)

(Warden)



FORM V

APPLICATION FOR EXTENSION OF HOSTEL ACCOMMODATION (GIRLS/BOYS)
(To be submitted at least 30 days before the ending of the tenure)

To,
 The Director,
 CSIR-Institute of Microbial Technology,
 Sector 39 A, Chandigarh 160036.

Subject: Extension of Hostel Accommodation

Sir,
 I will complete my tenure on However due to the following reason, I wish to extend my hostel accommodation till..... I will pay necessary charges as applicable, abide by the rules and regulations of the institute (e.g. allocation, shifting, and vacation of room etc.) and any violation may lead to my having to vacate the same immediately. I certify that I have not joined as Project Assistant in any of the research project of IMTECH and if I join any such position, I will vacate the hostel room before joining the same.

Name:

Name of the Supervisor:

Address:

Contact details:

(a) Email address:

(b) Telephone No.

Yours sincerely,

Date:

Place:

(Signature & Name of the Resident)

(Ph. D Supervisor/Programme Coordinator)

(Section Officer)

(Warden)

(Director)

{Kindly note that the residents who have submitted the thesis are not entitled to stay in hostel after completion of their tenure of fellowship (JRF/SRF etc.)}



FORM VI

INTIMATION REGARDING HOSTEL VACATION

I, resident of room no.....at Floor no.....in Girls/ Boys Hostel (IMTECH) would like to vacate the hostel with effect from(Date).....(Time) for the following reason.....

My fellowship tenure is/was from.....(DD/MM/YYYY) to.....(DD/MM/YYYY).

Fellowship (details during entire stay at hostel, Funding Agency, Tenure):

Supervisor Name:

Supervisor Signature:

(Signature & Name of the resident)

Mobile:

..... resident of room no.....at Floor no.....in Girls/ Boys Hostel (IMTECH) has nothing due against his/her name.

(Section Officer)

(Warden)



FORM VII

**APPLICATION FOR PERMISSION TO ORGANIZE AN
EVENT/PARTY/MEETING/GATHERING IN THE INSTITUTE PREMISES**

To,
The Director,
Institute of Microbial Technology,
Sector 39 A, Chandigarh 160036

Subject: PERMISSION FOR.....

Dear Sir,
I/We am/are, resident of IMTECH Hostel.....(Room/Block) would like to request
your kind permission to organize/ conduct
.....
.....to celebrate/ to observe/ to discuss.....
at.....(Venue).....from.....
.....(date and time) to.....(date & time).

Additional permission (if required) may also be granted
for.....
.....in connection with the event/party/meeting mentioned above.

While doing so we agree to abide by all rules and regulations of the institute and applicable laws of the city administration.

Yours sincerely,

Date:

Place:

(Signature & Name of the Resident(s))

(Warden)

(COA)

(Director)

**FORM VIII**

दिनांक /DATE: _____

इमटेक ई.एस.डी.- शिकायती जॉब कार्ड/IMTECH ESD COMPLAINT JOB CARDशिकायत का विवरण/Details of complaints: _____

स्थान/Location: _____

सामान्य कार्य/Normal job: _____
_____अत्यावश्यक कार्य (उचित कारण सहित)/Urgent Job (with justification): _____

नाम/Name: _____ पद/ Designation: _____

शिकायती के हस्ताक्षर/Signature of complainant
_____**ई.एस.डी. प्रयोग हेतु /FOR ESD USE**

डा./श्री/सुश्री/Job allotted to Shri _____

जॉब कार्ड सं./Job Card No: _____

प्रयुक्त सामान/Material consumed : _____

पुराना प्राप्त सामान/Old material received :

ई.एस.डी. स्टोरकीपर के हस्ता./Sign. Of ESD S/K

काम हो जाने के बाद शिकायती के हस्ताक्षर
Signature of complainant after completion of job

प्रभारी इंजिनियर की अभ्युक्तियाँ/Remarks of Engineer I/C

**FORM IX**

**इमटेक ई एस डी- परिवर्धन तथा परिवर्तन मांग पत्र/ IMTECH ESD –
ADDITIONS AND ALTERATIONS INDENT**

दिनांक/Date

कार्य का विवरण/Details of Job requirement _____

स्थान/Location _____

मांगकर्ता का नाम/Name of Indentor _____

पदनाम/Designation _____

क्षेत्रीय समन्वयक के हस्ताक्षर/Signature of Area Co-ordinator

.....

ईएसडी प्रयोग हेतु/FOR ESD USE

कार्य आवंटित श्री/Job allotted to Sh. _____

जॉब कार्ड नं./Job Card No. _____

खपत सामग्री/Material Consumed _____

मांगकर्ता के लिए/FOR INDENTOR

कार्य पूरा हुआ/Job completed

हस्ताक्षर/ Signature

प्रभारी अभियंता की अभ्युक्तियाँ/Remarks of Engineer i/c



ROOM INVENTORY & HOSTEL AMENITIES

Inventory of Civil works items in each room of Ph.D. hostel blocks

Serial No.	Items	Qty
1	Oval shaped wash basin	1
2	European Seat	1
3	CP angle Valve	4
4	CP overhead Shower	1
5	CP Wall mixer	1
6	CP wash basin mixer	1
7	CP bottle Trap	1
8	CP towel rail	1
9	CP flush valve	1
10	Jet washer for WC	1
11	SS grating	2
12	Looking Glass	1
13	Pelmet with rod	3
14	Rods in cupboards	2
15	Cupboard lock keys (two in no)	2
16	Peg hanger	1
17	Table with boxes	2
18	Beds	2
19	Chairs	2



HOSTEL AMENITIES

1. Hostels rooms are furnished and have amenities such as cot, study table, chairs and attached bath rooms.
2. An indoor games room.
3. A lounge for the visitors and parents of the residents with good sitting arrangement and proper display of the information about the hostel.
4. The Warden Office is regularly visited by warden at fixed timings, so that the residents can communicate their problems or difficulties, if any.
5. Furnished Guest room for the visitors of the residents to be allotted with the permission of the Office of the warden on payment of charges prescribed by the Institute from time to time.
6. Dining Hall:
 - Proper sitting arrangement for 100 to 150 residents to be accommodated at a time.
 - Lunch/Dinner to be served on the table.
 - Water coolers and filters.
 - Proper hand washing arrangement with soap and towel.
7. Hygienic mess area.
8. Adequate number of toilets and bathrooms and their regular maintenance is ensured.
9. Safe drinking water in all hostels.
10. Display Boards giving the information about the hostel staff, hostel rules, precautions and suggestive measure, etc.



PHOTO GALLERY

Photos of New Hostel Premises may be inserted here

IMTECH Ph.D. HOSTEL



OFFICE OF THE WARDEN





HOSTEL BLOCKS



OPEN AIR THEATER



MESS



GROUNDS





GYMNASIUM



Life at IMTECH Hostel





FIRE SAFETY INSTRUCTIONS

Portable fire extinguishers are designed to fight small incipient fires or unusual ones that are not easily put out by water.

There use is important for two reasons:

1. Fire fighters use them on unusual fires that hose lines cannot put out.
2. Citizens can use them to fight small fires before the fire department arrives.

The most important part of fire prevention is having the correct extinguishers for the occupancy and also the right extinguisher for the condition.

FIRE CLASSIFICATION

The type or nature of the material burning, that is, its fuel, defines fire.

TYPES OF FIRE

CLASS A:- Class A fire involves ordinary combustibles such as wood, paper, cloth, rubber, plastics etc. These fuels can be extinguished with water, water based agents or foam and multipurpose dry chemicals. Water is usually used by the fire department.

CLASS B: - Class B fire involves flammable and combustible liquids, gases and greases. Common products are gasoline (petrol, gas), oils, alcohol, propane and cooking oils. Pressurized flammable liquids and gases are special fire hazards that should not be extinguished unless the fuel can be immediately shut off. Flammable liquids that are flowing horizontally plus dripping or overflowing their container and spilling vertically such as an overflowing tank are also considered Special hazards. A *special hazard refers* to situations for which fire extinguishers have not been tested and therefore may be inadequate. Common extinguishing agents for Class B fires are Carbon dioxide (Co₂), regular and multipurpose dry chemicals and foam.

CLASS C:- Class C fires involve energized electrical equipment, which eliminates the use of water based agents to put them out. The recommended method of fighting these fires is to turn off or disconnect the electrical power and then use an appropriate extinguisher depending on the remaining fuel source.

Class C extinguishers have extinguishing agents and hoses with nozzles that will not conduct electricity.

CLASS C agents include Carbon dioxide CO₂ and regular and multipurpose dry chemicals.

CLASS D: Class D fire involves combustible metals and alloys such as magnesium, sodium, lithium and potassium.

Great care must be used when attempting to extinguish a fire in these types of fuels. Water and other extinguishing agents can react violently when applied to burning combustible metals.

Also there is no universal Class D extinguishing agent that works on all class D material.



Class D agents are called DRY POWDERS and should not be confused with Dry Chemicals, which, although are dry and powdery but are not the same. Some of these powders are **Dry sand, phosphate salts or silica** and others are special agents such as **Lith-X and Met-Ex**.

CLASS K: CLASS K is a new classification of fire as of 1998 and involves fires in combustible cooking fuels such as vegetable or animal oils and fats.

Its fuels are similar to Class B fuels but involve high temperature cooking oils and therefore have special characteristics.

Typically fire fighters have used Class B extinguishers on these types of Fires, but they have been less effective on deep layers of cooking oils. Class K agents are usually wet chemicals, water based solutions of potassium carbonate based chemical, potassium acetate based chemical or potassium citrate based chemical or a combination. These agents are usually used in fixed systems but some extinguishers are available.

TYPES OF EXTINGUISHING AGENTS

Water is the basic fire extinguishing agent for **CLASS A** materials. Its ability to absorb heat is one of the prime reasons for its effectiveness. Water based extinguishers for use on **CLASS B** fires has AFFF (Aqueous film forming foam) or FFFP(Film forming Fluoroprotein foam).

Carbon dioxide CO₂ is an inert gas that is stored under pressure as a liquid that is capable of being self expelled. **The colourless and odorless gas is effective in smothering a CLASS B OR C fire.** CO₂ works best in enclosed areas because the agent is easily blown away by wind.

Listed here are current kinds of fire extinguishers for each type of agent:

1. Water type for Class A fires.
2. Foam extinguishers for Class A and B fires
3. Carbon dioxide CO₂ for Class B and C fires.
4. Dry chemical for Class B and C or Class A, B, C fires.
5. Wet Chemicals for Class K fires.

OPERATION OF PORTABLE EXTINGUISHERS

PASS

P:- Pull the Pin.

A:- Aim the nozzle

S:- Squeeze the operating handle

S:- Sweep the nozzle across the base of fire.

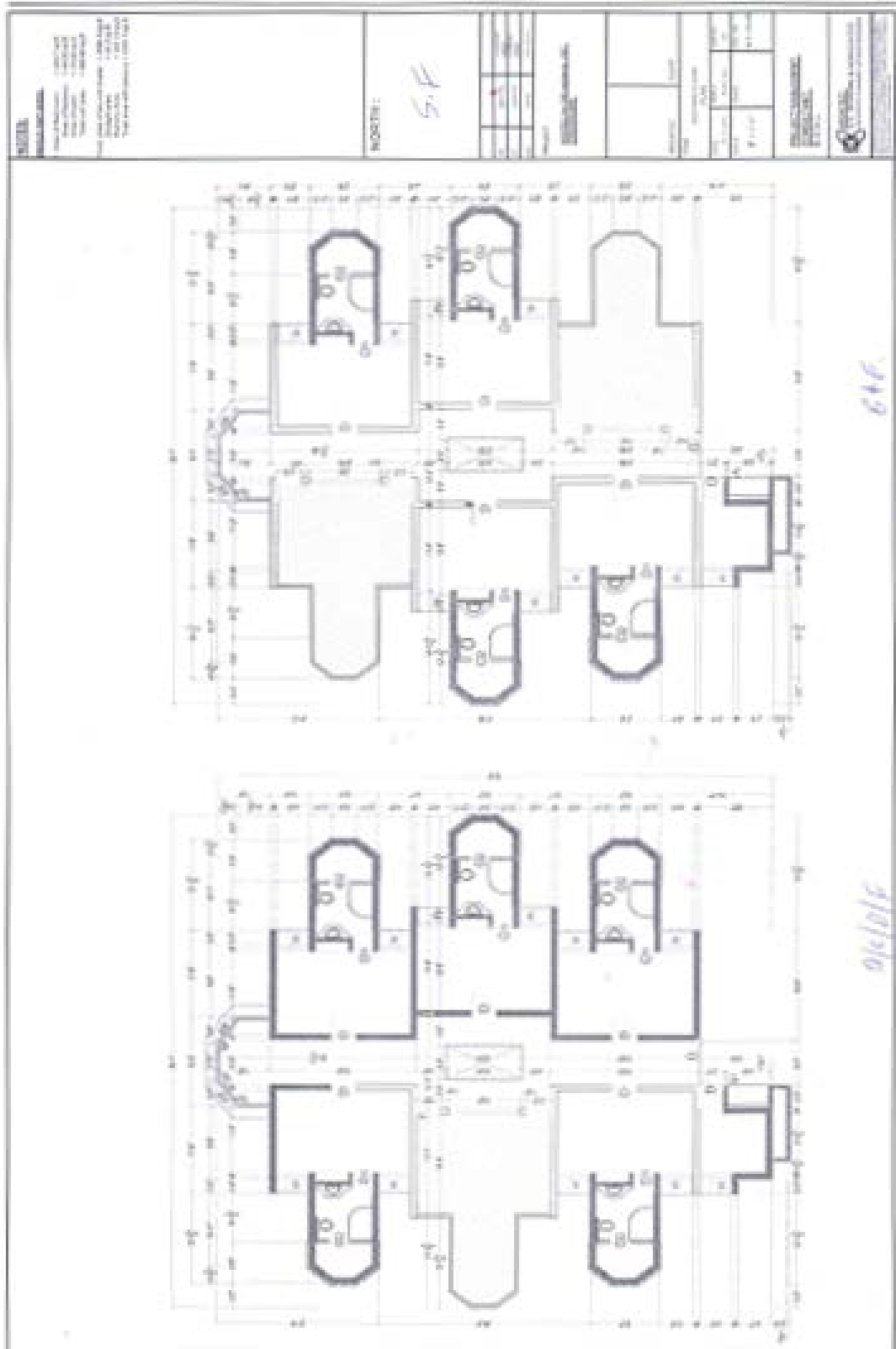
FIRE – HEAT, FUEL, OXYGEN AND A CONTINUING CHEMICAL REACTION are required for the fire to happen.

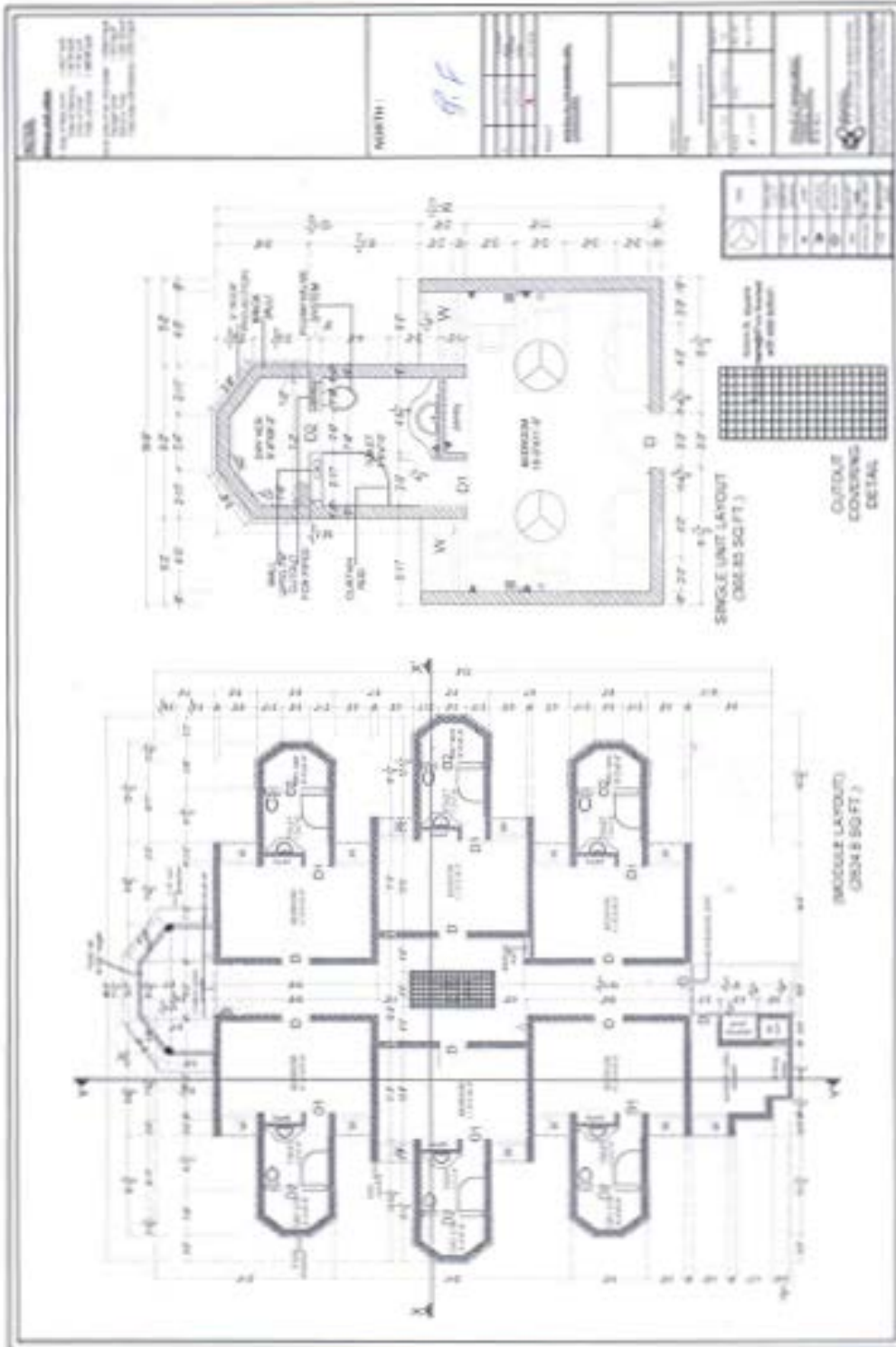
Methods of extinguishing:-

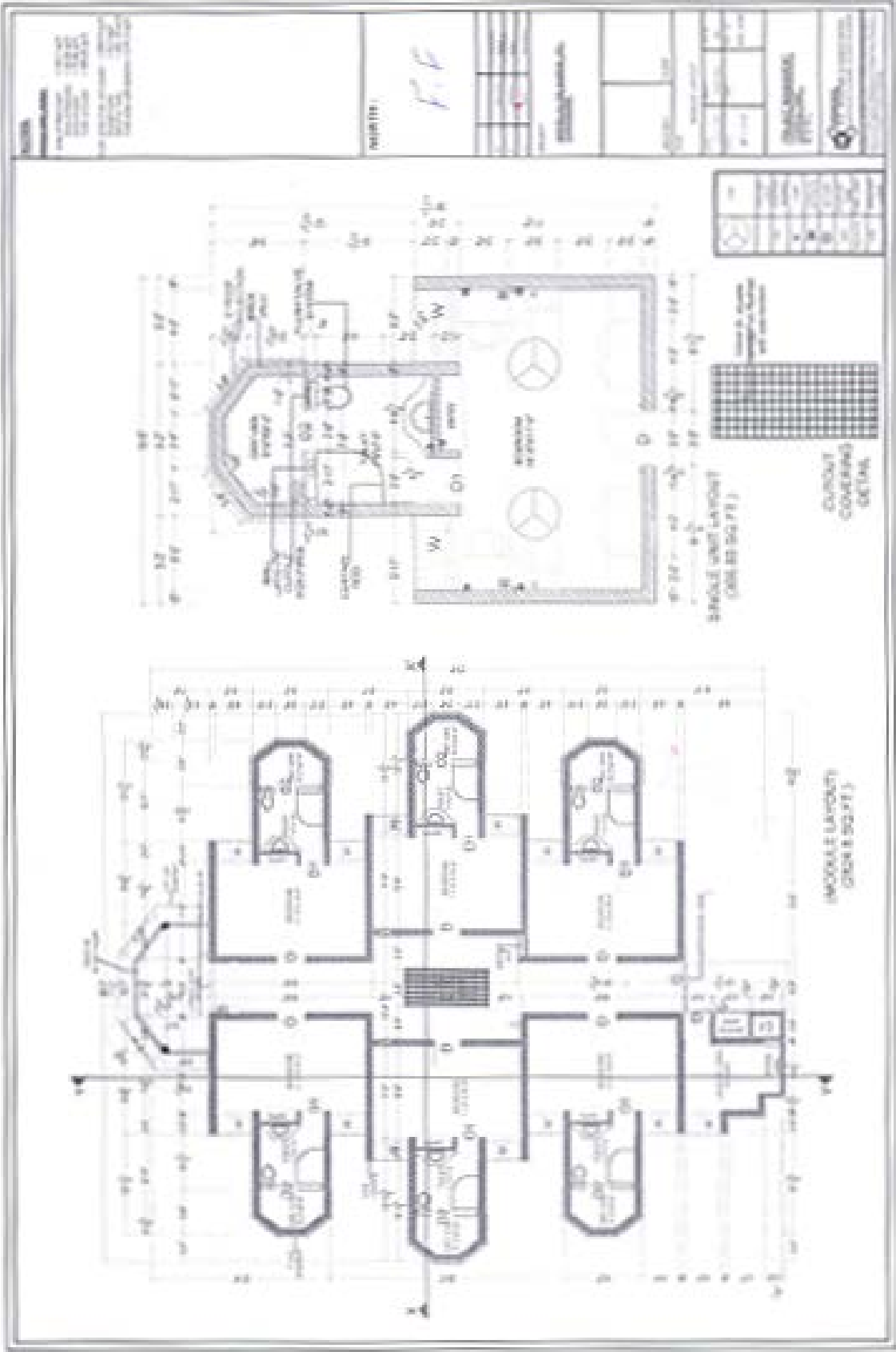
1. COOLING- Removal of Heat- Class A
2. SMOTHERING- Removal of Oxygen- Class B
3. STARVATION- Removal of fuel- Class B & C

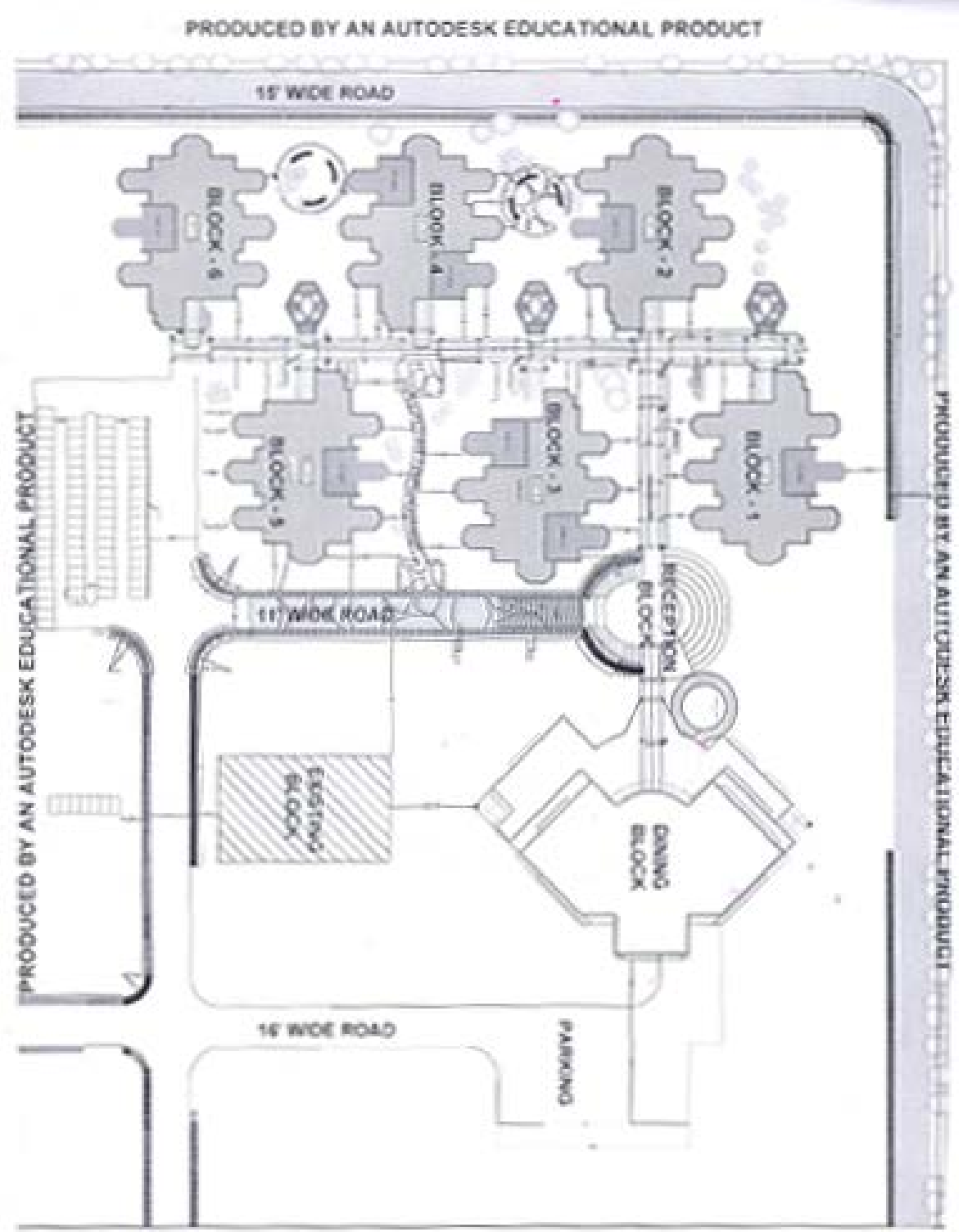


IMTECH HOSTEL LAYOUT PLAN AND LOCATIONS OF FIRE EXTINGUISHER







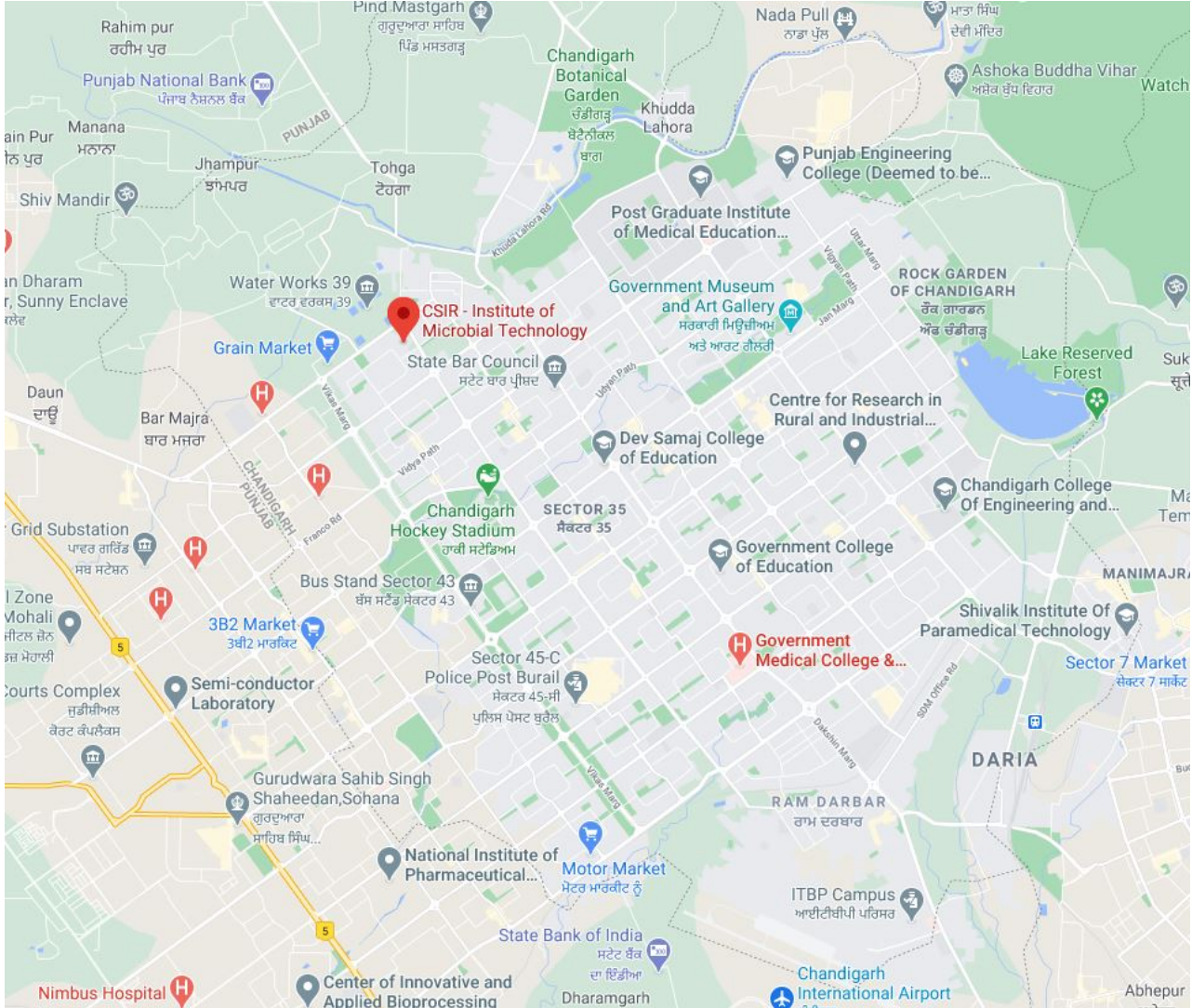




EMERGENCY HELPLINE

IMTECH HOSTEL		IMTECH SECURITY	
Hostel Security Post	2880424	Director	2880100
Office of the warden	2880422	Administrative Officer	2880103
		Senior S.E.	2880107
		JNU-PhD Coordinator	2880309
IMTECH Reception	2880200,201	Security Officer	2880105
IMTECH Main Gate	2880401,402		
PGI		General Multi Specialty Hospital	
Emergency	2747585	Emergency	2768201, 2768202
Reception	2746018, 2756565	Medical Superintendent	2768109
EPABX	2744401	Ambulance	102,2782457
Eye Bank	9814014464,1919	Enquiry	2782457
Blood Bank	2756480,Ext-265,321	EPABX	2780186, 2549523-29
Govt. Medical College Hospital		SPCA	
Emergency	2665253-60	Hospital	2696450
EPABX:	2665253-58, 2665545-50	Office	2696491
		Eye Bank	9814821212
Chandigarh Police			
Sector 3 (North)	2740254	Sector 11 (West)	2747066
Sector 17 (Central)	2773951	Sector 19	2775173
Sector 26 (East)	2790594	Sector 31	2662698
Sector 34	2662697	Sector 39	2690906
Sector 36	2662995	Manimmajra	2734082
Industrial Area	2657344	Police Post, (Railway Station)	2654766
Police Post, Maloya	2643213	Police Post, PGI	2744262
Police Post, Lake	2741100, 1445	Public window	2741900
Police Control Room	2749194, 100	Police Post, Mouli Jagran	2738388
Women & Child Helpline	1091, 2705011	Crime Stopper Cell	2544444
CBI Control Room	2657102	PBX	2741900
Fire Stations			
Sector 11	2747820	Sector 32	2648610
Sector 38	2690523	Industrial Area	2655816
		Manimajra	2743656
Fire Brigade, Sec 17	2702333, 101		
Railways			
Enquiry	2653131	Tickets Booking ISBT	2708573, 2720242
Station Supdtt.	2658924	Railway Station	2641651
Airlines			
Sr. Aerodrome Officer	5056401, 5056422	Flight Enquiry	2656029, 2705062
Cargo Information (A)	2624941-943	Jet Airways	2658934
IA (Reservation)	2624941-943	Airport (Civil)	5056431, 5074365
Roadways			
Chandigarh Transport Undertaking	2700006	Haryana Roadways	2704014
Punjab Roadways	2704023	Himachal Roadways	2722625
PRTC Enquiry	2624543		
Tourist Information			
Tourist Bureau, U.T.	2740420, 2703839	Punjab	2699140
Haryana	2702955-57	Himachl Pradesh	2708569, 2707267
Uttar Pradeshl	2707649		

CHANDIGARH CITY MAP



NOTES

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....



Contact:

CSIR-Institute of Microbial Technology,
Sector 39-A,
Chandigarh-160 036
Email: hostel@imtech.res.in