

RULES AND REGULATIONS
FOR
Bose-Einstein International Residency (BEIR)



CSIR-Institute of Minerals and Materials Technology,
Bhubaneswar-751013, Odisha, India

1. Introduction:

The **Bose-Einstein International Residence (BEIR)** will cater to the boarding requirement of research scholars (Boys and Girls) undertaking R & D work at CSIR-Institute of Minerals and Materials Technology, Bhubaneswar primarily as Ph.D students and others national post-doctoral fellows/international fellows/scholars. The residency look forward to provide tenure term residential support to its boarders during their eligible stay and facilitate world class research by its esteemed boarders.

2. BEIR Accommodation and Capacity:

2.1 Boys and Girls Hostels:

The ground floor of the BIER is **Boys hostel with 14 double bedded rooms** and can accommodate 28 research scholars. Similarly, the first floor is **Girls hostel with 14 double bedded rooms** and can also accommodate 28 researchers.

The Ground floor has other rooms like Warden cum office room, dining hall, kitchen room, laundry room, generator room, Establishment room etc. Apart from this, 1st floor of BEIR has two AC halls for conferences and meetings.

2.2 Executive Residency:

The 2nd floor of the BIER has well-furnished **04 double bed suit guest rooms**, which will be catering to the needs of short duration stay (maximum 7 days) for national and international scholars and during the overbooking of IMMT Guest House.

2.3 Studio Apartment Accommodation:

The 2nd floor of the BIER also has well-furnished **08 double bed studio apartments**, which will be catering to the needs of longer duration stay (more than a week to maximum 6 months) for national and international scholars with family.

The researchers working at CSIR-Institute of Minerals and Materials Technology (IMMT), Bhubaneswar are only eligible for getting the accommodation in BIER (except executive residency).

3. HOSTEL ADMINISTRATION COMMITTEE

The following personnel will be part of the Hostel Administration Committee (HAC):

- a) The Residency Wardens (Boys and Girls): Dr. Mamta Mohapatra, Sr. Scientist and Dr. Manish Kumar, Sr. Scientist are warden for Girls and boys hostel of BEIR respectively.
- b) Deputy Residency Wardens (Boys and Girls): Ms. Pallishree Prusti and Shri Santosh Deb Barma are Deputy Warden for Girls and boys hostel of BEIR respectively.

Apart from Wardens, Shri Biswaranjan Das, Tech. Officer will be In-charge of the BEIR, who will be looking after day to day managerial responsibility of the residency.

The BEIR will be collectively managed by Residency wardens, who are regular employee of the CSIR-IMMT and given responsibility by competent authority. In case of absence of residency warden, deputy residency warden will look after affairs of the BEIR. The Residency Wardens will also be advised by "**Apex Committee**" constituted by CSIR-IMMT, Bhubaneswar time to time for smooth operation and maintenance of the BIER.

4. ACCOMMODATION

4.1 Boys and Girls Hostels:

Due to limited number of rooms available in the residency, accommodation is available on priority to Ph.D. students (Boys and Girls) registered at CSIR-IMMT, Bhubaneswar, Research Associates (RAs), pool scientist, DST-Women Scientists, DST-Inspire Faculty, Post-Doctoral Fellow (PDF), Foreign researchers, staffs recruited and joining CSIR-IMMT etc. or individual associated with R & D activity at CSIR-IMMT on recommended by competent authority. The residency allotment will co-terminus with Ph.D. (maximum 5 years), fellowship tenure or as decided by competent authority depending on situation. Each researcher will be allotted a room on sharing basis with two persons per room. For PhD researchers, the following order of preference will be followed for application for BEIR residency, subject to fulfilment of other criteria,

1. Date of application (entry into register with wardens signature)
2. Academic Session of Ph.D Selection (January/August etc.)
3. Date of joining of Ph.D
4. Date of Birth (Senior in age or experience researchers will be given preference)

After allotment of the room, the allotment letter will be communicated to the researcher and for record to his/her guide, administration etc.

4.2 Executive Residency:

Single/double bed executive residency at BEIR are available for researcher/visitors engaged with R & D activity at CSIR-IMMT and other guests who are related CSIR family. The accommodation will be provided for a maximum period of 7 days subject to availability of vacancy.

4.3 Studio Apartment Accommodation:

The double-bed suit room accommodation are available preferably for the researchers/scientists with family engaged for R & D work at CSIR-IMMT for long duration (more than a week and maximum up to 6 months). This may work as transit accommodation for CSIR-IMMT Scientists offered regular position at the Institute. **Accommodation cannot be extended beyond six months.**

5. CONDITIONS OF ALLOTMENT & VACATION

5.1 Boys and Girls Hostels:

- Researchers after **joining** CSIR-IMMT, Bhubaneswar and possessing an **identity proof** issued by CSIR-IMMT, Bhubaneswar are only eligible for allotment of the residency.
- The researcher will **not be eligible to claim their HRA** after allotment of room in BEIR.
- All the boarders of residency has to **compulsorily avail the mess facility** (breakfast and dinner compulsory) provided by the caterer at residency.
- At the time of joining, each applicant is required to submit a duly completed **Personal Data Form** along with agreement to follow all the rules and regulations.
- The residency boarders will get minimum furniture and fittings in each room and it will be documented as inventory. The inventories must be handed over in good condition to the hostel in-charge before leaving the BEIR, which is essential for getting No-Due-Certificate.
- Any loss and damage of items will be deducted from caution money.
- Rooms once allotted to the individual will be for the duration of his/her fellowship tenure or program period. Only in specific and reasonable cases change of room will be entertained subject to approval by the by competent authority.

- Accommodation will not be provided to any scholars whose registration is cancelled and tenure of engagement has lapsed. Any boarders who is removed from the researchers' rolls of the institute will automatically be ineligible to be a member of the residency.
- If the status of any residency boarders changes during the period of stay in the hostel, he/she is required to inform the competent authority of residency immediately and should vacate it if the authority finds that he/she is not eligible for hostel accommodation.
- Before vacating the rooms, minimum one month prior intimation to the authority is required and the students should fill up the BEIR No Dues Slip along with No Due Certificate of IMMT.
- All the dues should be paid by researcher for getting the No-Due-Certificate before vacating the hostel.

5.2 Executive Residency Accommodation:

- The executive residency accommodation will cater to the needs of researchers for their shorter period of stay, when vacancy in CSIR-IMMT guest house is not available. Simultaneously the applicant should agree to pay rupee 1000 per day/room.
- At the time of allotment of executive residency, the applicant is required to submit a duly completed Personal Data Form along with agreement to follow all the rules and regulations.
- The accommodation will be provided for a maximum period of 7 days.
- All the dues should be paid by researcher/visitor before vacating the room.

5.3 Studio Apartment Accommodation:

- The resident should be associated with research work or a regular staff of CSIR-IMMT having valid document reflecting his/her R & D activity engagement at CSIR-IMMT, Bhubaneswar.
- At the time of allotment of studio apartment accommodation, the applicant is required to submit a duly completed Personal/Family Data Form along with agreement to follow all the rules and regulations.
- The studio-apartments are well furnished with electrical, furniture and other fittings, which will be documented as inventory at the time of allotment of room. The inventories must be handed over in good condition to the BEIR in-charge before vacating.
- The accommodation will be provided for a maximum period of 6 months subject to availability of vacancy and approval from competent authority.
- All the dues should be paid by the residents before vacating the studio apartment.

The online application process for the accommodation at BEIR will be open throughout year. The request for accommodation can be made through e-mail communication to the warden and or in-charge of BEIR. Provisional confirmation of the booking will be given by E-mail in advance.

First come first serve principle will be followed for consideration of application. However, application itself does not guarantee the allotment of hostel/executive residence/studio apartment accommodation rooms in BEIR.

The competent authority and management may at its discretion, cancel a booking, offer a shared accommodation or offer an alternate accommodation as per availability, without citing any reason.

6. General Code of conduct Guidelines for Boys and Girls Hostels, Executive Residence and Studio Apartment of BEIR:

- a) All the boarders should maintain discipline and behave courteously.
- b) All the boarders are required to possess valid Identity Cards, primarily issued by the CSIR-IMMT, Bhubaneswar.

- c) The researchers after allotment of room should act individually and collectively to upkeep hostel premises, surrounding clean, hygienic and safe.
- d) All the boarders will be personally responsible for the safety of their belongings.
- e) No boarders are allowed to change their room without prior permission of the hostel and BEIR authorities.
- f) Boarders should not allow unauthorised entry of any outsider to their rooms and common places of hostel.
- g) The visit of a Boy to Girls hostel and vice-versa is strictly prohibited and restricted to common room, lounge and dining hall. Entertaining unauthorized guests are prohibited.
- h) All the boarders of BEIR hostel are expected to be in their rooms on or before 10 PM during Monday to Friday and 11 PM on Saturday-Sunday. Researchers should intimate and take prior permission of In-Charge/Wardens for working in lab beyond permissible time and make entry in register at Hostel after given time limit. If anyone wishes to be away from the hostel during the weekend, holidays or any other time, he/she has to take prior permission.
- i) Smoking and consumption of alcoholic drinks and/or narcotic drugs in the hostel and BEIR premises is strictly prohibited.
- j) The hostel/BEIR boarders should not possess any illegal items like firearms, weapons, knives, sharp tools etc.
- k) The use of additional electrical and electronic appliances such as immersion heaters, stoves, electric iron etc. are forbidden in hostel room. Cooking in room (excluding kitchen) is strictly forbidden.
- l) The uses of loudspeaker/audio-video (TV) systems are not allowed in room. The boarders should not possess objectionable CDs/pen drive etc.
- m) The boarders should switch-off all the electrical/electronic appliances of room while going out.
- n) The boarders should not arrange any functions or meeting within the hostel or outside or within the Institute campus without seeking official permission.
- o) Ragging is totally prohibited.
- p) The researchers should not indulge in misconduct in employee's residential quarter's zone and anti-national, antisocial or undesirable activities in or outside the hostel.
- q) The researchers should park their vehicles in an orderly manner to designated space. No cycles/ vehicles should be parked at the entrance or in the corridors.
- r) Any activities badly affecting the living conditions and resources will be considered as misconduct.
- s) Students should bring to the notice of the office for all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms. The boarders should not remove any fittings from room and other common places.
- t) The boarders are responsible for any damage to the property in the room during his/her occupancy.
- u) Any violation of above mentioned code of conduct will be dealt seriously and may lead to record of misconduct, cost recovery of damaged items, expulsion from hostel, rustication from the institute by competent authority.

The students can approach hostel wardens, in-charge and competent authority for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.

7. Visitor guests:

1. Any person other than boarders and official manpower of the BEIR will be considered as visitor guests.
2. All visitors to the hostel including the parents/guardians of researchers will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard/warden office.
3. The male visitors visit to women's hostel and vice-versa is strictly prohibited.
4. The Boy's and Girl's hostel boarders family guests may be permitted to avail BEIR executive residency for not more than 3 days on payment basis with prior approval from hostel wardens or in-charge.
5. The visiting hours for the regular visitors are 8 AM to 9 PM.
6. All the guests are bound to follow the general code of conduct of BEIR.

8. Charges and important necessary guidelines of Bose-Einstein International Residency (BEIR)

8.1 Boys and Girls Hostels

The monthly charges of the hostel has been fixed to meet the basic expenditure needed for its operation and maintenance. The details of charges are given below

SI No.	Hostel	Monthly charges/person (In Rupee)	Caution Money (Refundable) (In rupees)	Remarks
1.	Boy's and Girl's Hostel	3000 without HRA	5000/person	<ul style="list-style-type: none">• Monthly charges does not include dining cost.• Rupee 1000 (One Thousand/ month includes: Licence Fee - 500, Electricity Charges - 300, Water charges-50, Internet Charges -150 (Unlimited)
2.	Boy's and Girl's Hostel	1000 with HRA	5000/person	

The caution money will be re-funded after vacating the hostel subject to production of No Dues Certificate. The researchers either occupying the hostel before 15th day or vacating it after 15th day of the month has to pay full monthly charge. Similarly, researchers occupying hostels after 15th day and vacating before 15th day of the month will be charged for half a month. Hostels charges can also be paid once in a semester for a six months period. Hostel charges can be paid only through e-payment. The monthly charges and caution money can be revised by competent authority and will be intimated to residents in advance.

8.2 Executive Residency:

The charges for the executive residency accommodation is tabulated below

SI No.	BEIR	Daily charges per room (In Rupee)	Remarks
1.	Executive Residency, 2 nd Floor	1000 (One Thousand Only)	<ul style="list-style-type: none">• The room charges does not include dining cost.

The individual can apply online for the executive residency through e-mail to in-charge BEIR. The executive residency will cater to the accommodation of person engaged with CSIR-IMMT, primarily for R & D work and official visitors to CSIR-IMMT. The payment will be only through e-payment mode.

8.3 Studio Apartment:

The charges for the Studio Apartment accommodation is tabulated below

SI No.	BEIR Facility	Daily charges per room (In Rupee)	Monthly Charges/room (In Rupee)	Remarks
1.	Studio Apartment, 2 nd Floor (Double bed with Kitchen, Well Furnished, ready to live)	2500 (Two Thousand Five Hundred Only)	a) With HRA: 4000 + other charges as per actuals (electricity, internet, Satellite TV etc.) b) Without HRA: 12000 + other charges as per actuals/meter readings (electricity, internet, satellite TV etc.)	<ul style="list-style-type: none"> The room charges does not include dining cost. Per day charge is applicable for maximum 7 days beyond that monthly rate applicable

The individual can apply online for the Studio Apartment through e-mail to In-charge and or Warden, BEIR. The apartment will cater to the need of accommodation of researcher engaged with CSIR-IMMT, primarily for R & D work, transit accommodation for scientists and invited guests of CSIR-IMMT like expert members, industry executives, selection committee persons or any other decided by competent authority. The payment will be through e-payment mode.

8.4 Conference Room at BIER

The charges for the booking conference room at BEIR is tabulated below

SI No.	Conference Room (BEIR)	Daily charges (In Rupee)	Remarks
1.	1 st Floor (Fully A/C)	2500 (Two Thousand Five Hundred Only) for CSIR-IMMT Official Function 5000 (Five Thousand only) for non-official function.	<ul style="list-style-type: none"> The conference room charges does not include dining cost etc.

The BIER has fully functional AC Conference room which will cater to the needs of CSIR-IMMT official functions and activities. Also, it can be booked by CSIR-IMMT employees for their formal functions with prior permission from competent authority. The applicant has to apply for booking the conference room at least one week in advance indicating the number of days and exact timing of program, objective of program (Official/personal), number of expected guests etc.

MESS/DINING FACILITY OF BOSE-EINSTEIN INTERNATIONAL RESIDENCY

- Mess/Dining facility will be available for all the boarders and guests of BEIR.
- Private caterer will operate and run the mess on daily basis and will be selected through tendering/official procedure.

3. The caterer has to abide the rules and regulation of the residency and institutes.
4. The mess will be operated and its timing, food items, rate, daily modalities, payment schedule etc. will be decided mutually by caterer and student representative along with involvement of hostel authority as and when required.

Apex committee of BEIR

Name	Designation
Prof. S Basu, Director	Patron
Dr. P K Senapati, Chief Scientist	Chairperson
Dr. H K Tripathy, Chief Scientist	Member
Dr. R Sakthivel, Sr. Principal Scientist	Member
Dr. S K Angadi, Sr. Scientist	Member
Dr. Mamta Mohapatra, Sr. Scientist	Member
Shri B C Sahoo, COA	Member
Shri D Sethi, F & AO	Member
Shri M S Ansari, SPO	Member
Shri H K Mishra, Head, ESD	Member
Dr. Satyajit Rath, Head, CNEM	Member
Shri Biswaranjan Das, T.O	Member
Shri Girish Kumar Samal	Member
Dr. Manish Kumar, Sr. Scientist	Member Convener

Wardens, Deputy Wardens and In-Charge of BEIR

Name	Designation	E-mail/contact
Dr. Mamta Mohapatra, Sr. Scientist	Warden, Girls Hostel	mamata@immt.res.in 9437260688
Dr. Manish Kumar, Sr. Scientist	Warden, Boys Hostel	manish@immt.res.in 9438038409
Ms. Pallishree Prusti, Scientist	Deputy Warden, Girls Hostel	pprusti@immt.res.in 9438644756
Shri Santosh Deb Barma, Scientist	Deputy Warden, Boys Hostel	sdbarma@immt.res.in 8596958132
Shri Biswaranjan Das, T.O	In-Charge	biswaranjan@immt.res.in 9178444394

Bose-Einstein International Residency (BEIR)
CSIR-Institute of Minerals and Materials Technology, Bhubaneswar-751013

Application for Hostel Accommodation
(To be Filled By Applicant Only)

Affix Recent
Passport
Size
Photograph

1. Name of the researchers/scholar (BLOCK LETTER)

2. D.O.B (DD/MM/YYYY) _____
3. Accommodation Required: Boys Hostel or Girls Hostel _____
4. Fellowship Category: PhD/RA/PDF/QHF/Any other _____
5. Date of Joining CSIR/IMMT*: _____
6. Funding agency and Fellowship No.* _____ & _____
7. AcSIR PhD Registration No. _____ & CSIR/IMMT I.D.No. _____
8. Duration of Fellowship/Scholarship (DD/MM/YYYY) _____ to _____
9. Duration for hostel accommodation required (DD/MM/YYYY): _____ to _____
- 10 Name of the Supervisor/Guide/Mentor (IMMT/CSIR) _____
11. Permanent Address: _____

- 12 Communication Address: _____

- 13 Personal Contact No(s) 1. _____ 2. _____
- 14 E- Mail: 1. _____ 2. _____
- 15 Any other information (Including medical ailments, reference etc. any):

I _____ hereby declare that the above information is true, complete and correct to the best of my knowledge and belief, and in the event if any of the information is false or incorrect or any ineligibility, my candidature is liable to be cancelled and action may be initiated. Also, I have read all the rules and regulations of BEIR and I will abide without any reservation

Date and Place:

Candidate's Signature

***Valid documents needs to be enclosed and submitted with the duly filled in application form**

Note: Application can be submitted to In-charge/Wardens, BEIR. Kindly see www.immt.res.in