



HOSTEL REGULATION



CENTRAL AGRICULTURAL UNIVERSITY

Lamphelpat, Imphal, Manipur - 795 004 (India)



CENTRAL AGRICULTURAL UNIVERSITY
LAMPHELPAT, IMPHAL- 795004, MANIPUR
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HOSTEL REGULATIONS

Name of the student :.....
(In block letters)

Year/ Degree Programme :.....

Directorate of Instruction
Central Agricultural University
Imphal-795004, Manipur

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1. HOSTEL ADMINISTRATION

- 1.1 Every hostel shall have a Warden and he/she will be responsible for hostel administration and enforcement of the mandatory rules and regulations.
- 1.2 The Deans of concern colleges will appoint Wardens from amongst the teachers normally for a term of 2 years in consultation with the committee members of academic of the college.
 - a. The Wardens will be entitled a rent free unfurnished residence. The Warden will have the following responsibilities:-
 - b. He/she will be responsible for allotment of hostel rooms, maintenance of discipline in accordance with the hostel rules.
 - c. He/she will attend the hostel office daily for one hour at a specified time already notified in the notice board for necessary information of the students.
 - d. He/she will be responsible for the supervision of the staff working in the hostel who shall take orders from him/her. For any instance of negligence or misbehavior, dereliction of duty of the staff working in the hostel, he/she will report the matter to the Deans for necessary disciplinary action.
 - e. He/she will report to the medical officer all cases of illness or accidents and ensure that the students concerned received proper medical care. He/she will inform the Deans and student welfare officer for all such cases well in time.
 - f. He/she will inspect the kitchen, dining rooms, common rooms and other facilities, *etc.*, regularly. If any defect is noticed, he/she will have to set it right by the help of his/her staff. If the staff faces difficulties for any remedial measure for such defect, it may be brought to the notice of the knowledge of the concern Dean and estate officer under intimation of the Dean.
 - g. He/she will appoint Hostel prefects from amongst the students as prescribed in the relevant rules and supervise their works.
 - h. He/she shall ensure that no unauthorized person stays in the hostel and issue permits for the stay of guests.
 - i. He/she shall check any unauthorized used electrical appliances in the hostel with the help of staff.
 - j. He/she will be responsible for proper organization and conduct of hostel functions and festivals, etc.
- 1.3 Within the hostel, the Warden will be responsible for the maintenance of discipline and good behavior and will keep Dean informed of all acts of

indiscipline and misbehavior and the action taken by him. Where the Warden is of the view that a punishment should be imposed heavier than that what he is competent to award, he/she will report the case to the concerned Dean, with the recommendation in writing and the Dean may then pass an order as he may deem fit and proper.

- 1.4 The Dean and the Warden shall have the power of taking disciplinary action on the student, the punishment of which will depend on the nature and severity of the offence as given below:

i) Disciplinary action by the Warden

- a. Warning
- b. Fine up to Rs. 500/-
- c. Expulsion from the hostel on account of non-payment of hostel/mess dues

ii) Disciplinary action by the Dean

- a. Warning
 - b. Fine up to Rs. 1000/-
 - c. Placement on conduct probation.
 - d. Expulsion from the hostel for gross negligence/indiscipline.
 - e. Temporary or permanent withdrawal of concession/aid/stipends/scholarships /fellowships.
 - f. Removal/debarring from part time employment for staff of the hostel.
 - g. Rustication from the college.
 - h. Expulsion from the college.
- 1.5 The Warden will have the authority to enter the room of any student and also make a search of the room, when necessary. He/she will also have the authority, when the need arises, to break open the lock of any room and also to shift the belongings of a student to any other place.
- 1.6 The Warden will have the authority to confiscate any unauthorized electric or other appliances or gadgets being used by a student and also to impose or recommend the imposition of a fine for such un-authorised use.
- 1.7 Subject to the instructions may be issued, from time to time, by the Dean, the Warden will make allotment/re-allotment of rooms in the hostel and such allotment shall be final.

2. ADMISSION OF STUDENTS TO HOSTEL AND ALLOTMENT OF ROOMS

- 2.1 Central Agricultural University, Lamphelpat, Imphal, being a fully residential University all the students selected for admission to any institution/college of the CAU, Lamphelpat, Imphal are eligible for applying Hostels. Preference will be given only to the regular students. Admission to those who have already completed their normal duration of the degree course to which they were admitted will be at discretion of the Wardens subject to availability of accommodation. The Hostel Management Committee (HMC) will have right to refuse admission for those whose conduct has been found to be unsatisfactory during their previous period of residence in the hostels.
- 2.2 Application forms along with the copies of Hostel Regulations can be obtained in person from the office of the concerned Wardens and students need to apply in this prescribed Form for hostel accommodation (*format enclosed as Annexure-I*).
- 2.3 Students shall submit their applications for admission to hostels in the prescribed form well in advance and selected students can join the hostels after paying the prescribed fees.
- 2.4 Allotment or re-allotment of rooms shall be at the discretion of Wardens but only after payment of prescribed fees.
- 2.5 Student once admitted to the hostel shall take their board in the hostels and constitute as residents thereafter immediately.
- 2.6 There will be routine medical checked up for hostellers in the health center of the Institute.
- 2.7. The students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student, whose name has been removed from the rolls of the institute, will automatically cease to be an inmate of the hostel. Such students shall immediately leave the hostel.
- 2.8. Before vacating the rooms, the students have to fill up the prescribed 'Room Vacating Slip' in triplicate and submit these to the Warden (*format enclosed as Annexure II*). The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, all have to be handed over in proper condition to the hostel management at the time of vacating the room. If any damage in item is found to have occurred, compensation as assessed by the hostel management shall be recovered from the boarder concerned.
- 2.9. Hostel borders are compulsory to join hostel mess.

3. HOSTEL FEES

Students admitted in the hostels shall have to pay mandatory fees listed below during admission itself:

Sl. No.	Hostel fees	UG (Rs.)	PG (Rs.)	Ph.D. (Rs.)	Payment Schedule	Remarks
1.	Hostel admission fee	100.00	200.00	300.00	Every semester	Non refundable
2.	Hostel establishment fee	200.00	200.00	200.00	Every semester	Non refundable
3.	Hostel utensils, crockery etc.	100.00	100.00	100.00	Every semester	Non refundable
4.	Hostel room rent	500.00	500.00	500.00	Every semester	Non refundable
5.	Hostel Common Room Fee	200.00	200.00	200.00	Every semester	Non refundable
6.	Electricity Charges	200.00	300.00	300.00	Every semester	Non refundable
7.	Water charges	100.00	200.00	200.00	Every semester	Non refundable
8.	Mess charges	As fixed by the hostel mess			Per month	Non refundable
9.	Hostel caution money*	700.00	700.00	800.00	Once for a course	Refundable
10.	Mess caution money*	1000.00	1000.00	1000.00	Once for a course	Refundable

* Caution money will be refunded when the student is finally leaving the institute / college but after deduction of necessary dues.

4. APPOINTMENT AND DUTIES OF PREFECTS

4.1 Prefects will be appointed every year by the Hostel Welfare Committee amongst the senior students of good standing to assist him/her in the administration of the hostel. There shall be one prefect and one assistant prefect of the hostel.

4.2 The Prefect shall perform the following duties:-

- a. Take the roll-call of the hostel residents in his/her block/wing, as prescribed in these rules and report to the Warden about all the absentees at the time of the roll call as well as about absentees during the whole night. Failure of Prefect to report such cases to the Warden will amount to a gross negligence on his/her part for which the Warden may remove him from his Prefect ship.
- b. Ensure that all the hostel rules are observed by the students of his/her

block/wing and bring to the notice of the Warden any breach of these rules by any student resident in his/her block/wing.

- c. Look after the sanitation of his/her block/wing and bring to the notice of the Warden any failure or negligence of the sanitary staff of the hostel in the performance of their duties.
 - d. Be available to and approachable by all the students of his/her wing/block and show interest in their welfare and activities.
 - e. Report to the Warden and the Medical Officer every case of illness and ensure that students who fall ill are taken care of promptly.
- 4.3. In the performance of the duties, the Prefect shall use persuasive method and shall not take the law into his/her own hands, under any circumstances.

5. GENERAL NORMS FOR HOSTEL LIFE

- 5.1. The Warden may assign one or more residents in a room depending upon the availability of accommodation in the hostel.
- 5.2. No student shall change the room once allotted. If change of room matters, then, it must be done with due permission of the concern Warden that too with fitting reason. Likewise, no articles like furniture and fixtures shall be removed from the room allotted to them.
- 5.3. Student inmates (hosteller) are responsible for hygienic maintenance of their rooms and safety of hostel property including furniture allotted to them. For any permanent fittings, responsible will be fix individually or jointly according to the gravity of such cases. No resident shall damage any parts of the rooms allotted to them or disfigured the wall by writing or by indiscriminate efforts or by pasting posters, photographs, *etc.*
- 5.4. Rooms are subject to surprise visits/inspection by the Dean / Warden or other authority whenever required.
- 5.5. Occupants shall use electricity and water judiciously. They shall invariably put off all the lights, fans, other electronic appliances before leaving the room.
- 5.6. No resident shall use radio sets, music players, heaters or any other electric appliances in the rooms. Cooking food in the hostel room/premises is strictly prohibited.
- 5.7. No resident shall damage or tamper with permanent fixtures of the buildings. They should not throw any hard waste into the wash basins and lavatories *etc* rather into the dustbin/waste paper baskets.
- 5.8. No resident shall damage properties of other hostel.
- 5.9. Before leaving the room for long breaks or vacation, all residents shall take

written permission from the Wardens; lock their rooms and handover the keys to the hostel Wardens.

- 5.10 Every student shall use sanitary facilities in the hostels properly like bathroom, latrines, water closets and wash basin, etc. Any damage of bulbs in common places (corridor, toilets, common room and dining hall) shall be taken care of by the Warden by way of replacement, while the residents shall provide themselves with electric bulbs for their damaged.
- 5.11. The Warden is not responsible for safe custody of residents' belongings but shall take precautionary measures themselves at this end.
- 5.12. Residents shall not be permitted to keep or use firearms, missiles, alcohols, psychotropic drugs and other intoxicants inside the hostels and institutional premises *etc.* Use of these things inside the rooms and hostel premises are strictly prohibited.
- 5.13. Gambling and its other form of chance game as well as playing music system causing disturbances to the other are strictly prohibited in the hostel and hostel premises.
- 5.14. Any resident shall act no incite other to act in a manner calculated to cause annoyance to others in the hostel.
- 5.15. Unauthorized person cannot enter a room in the hostel without undue approval of the Warden.
- 5.16. *Guest:*
 - a) Overnight stay of any guest/visitor/parents/guardian of the student in hostel room without undue permission is not allowed.
 - b) No student shall be allowed to keep guest in their room.
 - c) Normally, only parents or close relatives coming from far off places will be permitted to stay in the guest house on payment of charges subject to availability of accommodation which will be provided on recommendation of the Warden concerned.
 - d) Names of the guests shall be entered in the visitors' register.
 - e) In every hostel there shall be a visitors' room where all the residents can meet their guest/visitors.
 - f) The visit of male students to the women's hostel and *vice versa* is allowed up to the visitors room.
 - f) The following visiting hours shall be observed in case of girls residents:-

Sl.	Day	Timings
1	Wednesday	3:00 p.m. to 5:00 p.m
	Holiday including Sundays	3:00 p.m. to 5:00 p.m.

However, the above visiting hours may be changed by the Warden with prior approval of the concerned Dean.

- 5.17. No resident is allowed to stay outside the hostel campus after 7.00 p.m (for girls) and 8.00 p.m (for boys) during summer whereas 6.00 p.m (for girls) and 7.00 p.m (for boys) during winter on working days without Warden's permission except for marketing days when college bus is going to town. These timing may be changed as and when required for. For leave on medical ground, one application signed by the Medical Officer along with parents/guardian letter shall be submitted to the Warden for necessary permission, thereof.
- 5.18. Any complaint against the hostel employees shall be brought to the notice of hostel Warden.
- 5.19. No unauthorized meetings or gathering of residents shall be held inside the hostel premises.
- 5.20. There shall be a common room that remains open on all days except long academic breaks or vacation. The working hour of which will be fixed by the Warden.
- 5.21. During semester breaks, except those permitted by the Warden, students will have to vacate their rooms to enable the university authority to undertake maintenance and repairing works.
- 5.22. Hostellers shall maintain proper dress while visiting common room, dining hall and other public places outside the hostels.
- 5.23. Students shall maintain proper decorum in the class room, hostels, library, farms, educational / sports / festival tours, transport vehicles on and off the university/college campus.
- 5.24. Student shall not disturb the working system of the University / College Campus by unpleasant conduct, ill behavior as well as unauthorized assembly.
- 5.25. In case a student falls sick, it should be brought to the notice of the Warden immediately. **Students suffering from contagious/infectious diseases will not be permitted to stay in the Hostel. For routine health problems, medical facilities are provided in the Medical Health Centre of the College. For other treatments requiring expert medical care, students are supposed to make their own arrangements for treatment including medical expenses.**
- 5.26. *Night Roll-call*

- a) The night roll-call will be taken by the concerned prefect at 9:00 p.m. in winter and 10:00 p.m. in summer. Night roll call shall not apply to post graduate students when they are engaged in research or needs to visit library provided that they produce a certificate, in the prescribed form, from the Head of Department to the effect that they are required to stay out of the hostel during the night for the purposes of research and with due permission from the Warden.
- b) If a student found absent at the time of roll call, without making an entry in the register, shall be liable to a fine of Rs. 10/- per absence. The fine list shall be put up on the notice board at the end of each month.

The names of the residents found absent from the hostel without the prior permission of the hostel Warden shall be communicated to their parents/guardians under intimation to the Dean.

- c) No hostel resident shall stay outside the hostel for the night without the written permission of the Warden. However, the student who wishes to go out of the hostel for a few hours in the evening for a cinema show or for any other purpose and may not return in time for the roll call may do so after making the following entries in the register kept for the purpose with the Chowkidar:-
 - i. Date
 - ii. Name
 - iii. Room number
 - iv. Time of leaving the hostel
 - v. Reason for leaving the hostel and
 - vi. Probable time of return.
- d) Absence from the hostel during the night without the permission of the Warden will be deemed to be an act of indiscipline and will be punished accordingly. When a student is found to be guilty of such offence too often, the Warden may recommend his/her expulsion from the hostel.

5.27. Leave rules

- a) Leave of absence from the college shall not automatically entitle a student to leave the hostel without the permission of the Warden. When a student wishes to leave the hostel for one or more days or nights, he/she may apply to the Warden in writing and get the permission. In case of College functions/programmes, the students will not be permitted to leave the hostel.
- b) Leave should be got sanctioned before it is availed of.

- c) A student absenting himself/herself from the hostel, without getting the leave sanctioned, may be subjected to fine or other disciplinary actions.

5.28. *Ragging*

- a) Ragging and any other ill conduct that harms fellow students is strictly prohibited in the campus premises of the University/ College campus.
- b) The rules as frames by the UGC (time to time) will be applicable on all hostellers.

5.29. The disciplinary committee along with the Warden (s) shall deal with all cases of gross indiscipline, misbehavior or misconduct. Award of punishment shall be in the form of warning, censure, fine or reprimand with due approval of the competent authority. The disciplinary committee shall deal with expulsion from hostel for one or more semester or for good in respect of serious cases of indiscipline misbehavior or misconduct. Appeals if any, against this punishment shall lie with the Dean.

6. HOSTEL MANAGEMENT COMMITTEE

6.1. There shall be a Hostel Management Committee constituted in each of the college campuses to supervise the working of the hostels.

6.2. The committee shall consist of the following officers as members:

- a) Chairman: The Dean.
- b) Convener: One of the Wardens on rotation basis with a term of one year each.
- c) Members:
 - i. Student Welfare Officer or his nominee.
 - ii. The Wardens who is not the convener.
 - iii. Assistant Registrar (Academic).
 - iv. A Professor/Assoc. Professor nominated by the Dean.
 - v. The Assistant Comptroller or his nominee.
 - vi. The Assistant Estate Officer or his nominee.
 - vii. Assistant Hostel Wardens (Boys/Girls).
 - viii. The Hostel Secretaries from Hostel Welfare Committee from each hostel.

7. THE HOSTEL WELFARE COMMITTEE

7.1 The following office bearer shall be elected from among the student members

for every academic year to constitute the committee.

Sl.	Portfolio	Responsibility
1	Chairman	Hostel Warden
2	Hostel Secretary	Overall welfare of the hostel amenities
3	Hostel Sports Secretary	Overall affairs of sports activities
4	Hostel Common Room Secretary	Overall affairs of common room activities
5	Secretary of Culture and Literary	Overall affairs of culture and literary activities
6	Secretary Hygiene and Sanitation	Overall affairs of Hygiene & Sanitation of the Hostels
7	Secretary Finance	Overall affairs of maintaining hostel fund
8	Class Representative	Overall affairs of class room activities

- 7.2 Meeting of the Hostel welfare Committee shall be chaired by the Warden.
- 7.3 Students those who are on academic probation are not eligible to contest elections for Hostel Welfare Committee.
- 7.4 The Chairman may invite any resident of the hostel in the meeting of the Hostel Welfare Committee but no voting right shall be given to the invitee.
- 7.5 The Hostel Welfare Committee shall meet once a month and resolution so taken regarding any agenda discussed be recorded minutely.
- 7.6 The Hostel Welfare Secretary shall inform all the concern in one day advance through notice and convene the meeting to dissect any matter regarding hostel administration status.
- 7.7 The HWC shall be responsible for general management and welfare of the hostels.
- 7.8 The HWC may award contract works for supply of fuel, food provisions, vegetables, meat, milk and other related supplies but obtained from Cooperative Societies wherever such facilities are available either inside or outside the campus.
- 7.9 The HWC shall make decisions for celebrating festival and other such special functions including Sports & Games and co-curricular activities.
- 7.10 The HWC shall supervise the approved schedule menu and ensure that all the boarders be enabled to avail themselves of such facilities.
- 7.11 The HWC shall fix charge for guess from time to time.
- 7.12 The HWC shall appoint prefects, student auditors and volunteers needed

for special functions of the hostels as well as assist the Wardens in carrying out other day today chores of hostel.

8. HOSTEL MESS COMMITTEE

- 8.1 Ordinarily, there shall be one mess only in the Hostel. If situation demands, additional mess may be started but at the discretion of the HWC and due approval of the Dean.
- 8.2 Hostel Management Committee shall be responsible for management of the Hostel Mess. The Hostel Management Committee shall consist of the following members:
 - a. Chairman: Warden of the Hostel.
 - b. Hostel Mess Secretary: Representative of HWC.
 - c. Mess Manager: Selected by the HWC (for one month basis and selection may be done in the month end meeting of HWC).
 - d. Members (Two): Selected by HWC on one month basis and selection may be done in the monthly meeting held in the last part of the month. At the same time one member may be nominated by the boarders of each block/class.
- 8.3 The Mess shall be managed by the Mess Manager but in special circumstances, alternate Mess Manager may be appointed in consultation with the Warden.
- 8.4 The Mess Manager shall maintain the mess store and makes necessary purchases through co-operative societies or shops approved by the Warden(s) but overall supervision must be done by the Hostel Mess Secretary.
- 8.5 The boarders shall deposit the monthly mess fee decided by the Hostel Welfare Committee to the Mess Manager on or before 10th of every month.
- 8.6 Mess fees must be deposited within the stipulated period failing which a fine Rs 15/ day shall be imposed to all defaulters including Government of India scholarship holders.
- 8.7 Under extra-ordinary circumstances, the Mess Secretary may make alternate arrangement but in consultation with the Warden. At the same time, the Mess Manager is individually responsible for store maintenance and money drawn from the boarders.
- 8.8 The Mess Manager or alternate shall hand over the mess charges of the store to the new Mess Manager or Alternates on the last day of every month and shall render accounts to the Hostel Mess Secretary on or before 5th day of the following month.
- 8.9 The Hostel Mess Secretary with the help of two additional student auditors

appointed by him/her shall calculate the mess charges and finalized the bills and notify on or before 10th of the month with the assistance of the Mess Manager or his alternates.

- 8.10 Refreshment and meals shall be served to all the boarders only in the dining halls as per schedule time notified in the notice boards.
- 8.11 Boarders other than the Mess Committee members shall not enter the kitchen and kitchen store.
- 8.12 Any utensils detailed for the hostels and mess shall not be used outside the mess premises without Warden's permission. Boarders may be liable for penalized if any utensil is found in their rooms unauthorized.
- 8.13 Complaints pertaining to messes shall be brought to Warden's notice for necessary solution.
- 8.14 If any boarder takes meals in the messes less than 15 days of the month, he/she has to pay a charge of **Rs 75/ day**. In case of taking meals more than 15 days, he/she has to pay full mess fee.
- 8.15 If it comes to the notice of the Warden (s) that a boarder after having intimidated for a short / long leave from the hostel and duly permitted but stayed back in the hostel still and joining the mess, such boarder shall be subjected to disciplinary action for willful misrepresentation.
- 8.16 A boarder shall give advance information regarding the would be number of days to be on absence from the mess in written application to the Warden (s), Mess Manager, failing which he / she will not be entitled for any kind of reduction.
- 8.17 A boarder who is a defaulter shall avoid taking food from the mess even as the guest of other boarder or guest of himself/herself.
- 8.18 No boarder shall be permitted as a guest of another boarder for the purpose of making up minimum period of absence for claiming reduction of mess charges.
- 8.19 A student but nonresident of hosteller or teacher or an employee of the university may take food/meals in the mess but with due permission of the Warden (s) by paying a security amount of Rs. 1000/-. They will be treated as part time boarder but not entitled to entertain any guest.

9. GENERAL MANAGEMENT OF THE HOSTEL

- 9.1. General Body Meeting of the Hostel Management Committee shall normally meet at the beginning of every academic year. The Warden(s) may convene purposive meeting at any point of time but the quorum should be 2/3 of total numbers of boarders.

- 9.2. The General Body Meeting shall discuss problems of common interest and general aspects regarding hostel welfare specifically how messes are to be run.
- 9.3. It shall also review the report submitted by Hostel Welfare Committee for further recommendation of the Hostel Management Committee on points deserving action by the college/university.

10. REGULATIONS OF STUDENTS' DISCIPLINE

10.1. **Causes for Disciplinary Action:** Disciplinary action shall be taken against a student if he/she is found to be involved in any of the following acts:

- i. Stealing of other's belongings.
- ii. Misconduct.
- iii. Drinking alcoholic liquor.
- iv. Intoxication and drug addiction.
- v. Moral turpitude.
- vi. Use of college premises for any purpose other than for which it is meant without the permission of the concerned authority.
- vii. Any other causes/act which may lower the prestige of the college/university.
- viii. Organizing any unauthorized meeting by the students or assisting outsiders to organize meetings inside the college/university campus / premises without the permission of the authority.
- ix. Shouting, hooting, violent knocking or all acts of movement or behaviors that is likely to cause disturbances is punishable.
- x. All forms of gambling and playing of music inside the room that cause annoyance to others in the hostel is punishable.
- xi. Maltreatment or abusing hostel employees, canteen staffs and others is punishable.
- xii. Keeping fire arms, weapons of any kind and size, electric rod, radio, electric stove, electric iron and other similar appliances is punishable.
- xiii. Cooking inside the hostel is punishable.
- xiv. Leaving the lights & fans on while nobody is inside the hostel room
- xv. Damaging, misusing and stealing of any hostel properties or stealing others' belongings is punishable.
- xvi. Entry of male visitors into the rooms of girls' hostel and female visitors

into the rooms of boys' hostel is not allowed and highly punishable.

- xvii. Boarders are not allowed to stay outside the hostel even a single night without permission.
 - xviii. Boarders cannot stay inside the hostel during semester break without the permission of concern authority.
 - xix. Giving shelter to any outsider without the permission of Warden is punishable.
- 10.2. Absence from the class or examination for whatever the reasons will be considered as an act of indiscipline.
 - 10.3. Celebration of festivals on days other than the authorized day will be considered as an act of indiscipline.
 - 10.4. Violation of any rules and regulations is an act of indiscipline and shall be brought to the notice of the authority.

11. FINE AND PUNISHMENT

Nature of punishment: Subject to the provisions reflected in the regulations, the Dean of the college on the recommendation of the disciplinary committee may impose punishment whichever may be found dim fit as

- a. Monetary fine and/or
 - b. Of reprimand and /or
 - c. Suspension for one or more semester and/or
 - d. Expulsion from the hostel and/or
 - e. Expulsion from the college
- 11.2. The Disciplinary Committee along with the Warden (s) shall deal with every cases of gross indiscipline misbehavior or misconduct.
 - 11.3. The Warden (s) can award punishment such as warning, censure, fine or reprimand.
 - 11.4 The Disciplinary Committee shall deal with expulsion from hostel for one or more semesters or for good in respect of serious cases of indiscipline, misbehavior and misconduct.
 - 11.5. Appeals, if any, against this punishment shall lie with the Dean.
 - 11.6. Placement of conduct Probation (CP): A student found guilty of the violation of the rules and regulations of the College/Hostel by the “Disciplinary Committee” may be placed in Conduct Probation by the Dean for a specified period. During the period of conduct probation a

student shall not

- a) Represent his college / university in sports, cultural contests, etc. in or outside the University.
 - b) Hold office in a student organization or society.
 - c) Receive any scholarship, fellowship or stipend.
 - i. When a student is deprived of a scholarship or fellowship or stipend on account of his placement on Conduct Probation, losses entailed will be permanent and no arrears shall be payable subsequently on expiry of conduct probation.
 - ii. If a student, who has been on conduct probation on two previous occasions, is again found guilty of indiscipline, he/she shall be dropped from roll of the college.
- 11.7. If the student, who has outstanding dues may be permitted to register for courses under special circumstances. However, his registration may be cancelled, if he does not clear the dues on time.
- 11.8. The registration may also be cancelled due to misbehavior or act of indiscipline by the student during the semester.
- 10.9. For any act of indiscipline, the fine ranging from Rs 100/- to Rs 1000/- may be levied at the discretion of the Warden with the approval of the competent authority.
- 11.10. The Warden shall examine the act of indiscipline of the student and he/she shall take immediate action such as administering a warning, fine and expulsion from Hostel and Suspension from attending the classes for a period not exceeding one month with the approval of the competent authority, pending inquiry by a Disciplinary Committee.
- 11.11. If a student is taken into police custody on a criminal or other complaint for a period of 24 hours or more, he/she shall be deemed to have been suspended from the college for a period of one month from the date on which he was taken in to police custody after inquiry by the Disciplinary Committee.

12. MISCELLANEOUS INFORMATION

- 12.1 Every collection from the boarders towards hostel charges, except the Mess security and monthly mess dues, shall be collected and handled by the office of the AR/Academic.
- 12.2 The Warden(s) of the hostels may use the imprest for emergent and petty expenditure for running the hostel activities.
- 12.3 A common fund called “The Hostel Fund” shall be built up from the

following collections every year

- ♦ All fines, re-admission fees collected from the resident and all such other resources.

HANDY HINTS FOR HEALTHY STAY IN THE HOSTELS

Do's and Don'ts for you please-

1. Do treat your room and hostel mates as member of your own house-hold.
2. Do consider your hostel property as your own residential belongings.
3. Do consider your hostel management as your elders and respect them as you respect your elders at home.
4. Do treat your mess personnel kindly humanly for obtaining maximum benefit.
5. Do keep your room in an attractive way to present a cozy and snug appearance.
6. Do observe “Q” system in the dining hall, bath room and in all other places of rush.
7. Don't drop pieces of paper, liter or other wastes in the room, verandah or through the window but do deposit them in the wastes paper basket placed in your room or quadrangle.
8. Don't spit all over the place but do get the habit of spitting into the wash basin or receptacle intended for the purpose.
9. Don't fail to flush out the lavatory after you have used it and never leave for your friend to do it. Likewise, flush the urinal also whenever you use it by opening the tap for a while and close it. Your neighbor think poor of you if this important civil obligation is not done.
10. Don't write on walls or otherwise dirty them. Don't handle others mail. This causes incalculable inconvenience and it may happen to you. Don't be harsh or serve when a person commits a fault but bring it to the notice of the authorities.

“Do unto others what you would wish them to do unto you”



ANNEXURE-I

CENTRAL AGRICULTURAL UNIVERSITY, IMPHAL
College of

APPLICATION FORM FOR HOSTEL ACCOMMODATION

- 1 Name of the Student :
- 2 Parent/Guardian name :
- 3 Date of Birth : Gender: Male/ Female
- 4 Address : Vill./Town.....
Lane.....
P.O..... Pin.....
P.S. Dist.....
State
- 5 State of Domicile : Category: UR/SC/ST/ OBC/PC
- 6 Mobile. No. & E.mail :
of Parent/Guardian
- 7 Mobile. No. & E.mail :
of Student
- 8 Nominated by State/ :
ICAR/Payment seat
- 9 Date of Admission : Admission No.
- 10 UG/PG/Ph.D :
- 11 Batch :

- i. I hereby apply for hostel accommodation in Boy’s Hostel/ Girl’s Hostel and I promise that I will always be abide by Hotel Rules/Regulations/Codes of conduct as a hostel boarder.
- ii. I also do realize with my full sense that any misconduct or misbehavior or breach of rules/regulations by me is liable to defined punishment.
- iii. I further, promise that I will always cooperate to maintain peaceful, amicable and healthy environment in the hostel.

Date: _____ Signature of the Student
Place: _____

FOR OFFICE USE

Mr./Ms.
..... has/ has not been found eligible to provide hostel accommodation and
Room No. has been allotted to him/her.

Date: _____ Signature of the Warden
Place: _____

ANNEXURE-II

CENTRAL AGRICULTURAL UNIVERSITY, IMPHAL
College of

ROOM VACATING SLIP

- 1 Name of the Student :
 - 2 UG/PG/Ph.D :
 - 3 Nominated by State/ICAR/Pay-
ment seat :
 - 4 Reason for leaving Hostel :
 - 5 Batch :
 - 6 Items Handed Over
-
-
-
-
-
-
-
-
-
-

Date:
Place:

Signature of the Student

FOR OFFICE USE

Mr./Ms.

- I. Has handed over all the furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, in proper condition to the hostel management.
- II. Damage to the item(s)/fixture(s)provided to him/her has been found. Compensation for recovery from the boarder may be assessed by the hostel management.

Date:
Place:

Signature of the Warden

DISCLAIMER

The statement made in this information booklet and all other information contained herein is believed to be correct at the time of publication. However, the University authority reserves the right to make changes in the information/statements contained in this booklet anytime without prior permission. No responsibility will be accepted by the University for the hardship and/or expenses encountered by students or any other person(s) for such changes, addition, etc., no matter how they are caused.

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CENTRAL AGRICULTURAL UNIVERSITY, IMPHAL, MANIPUR



CONSTITUENT COLLEGES

The University has established the following colleges:

1. College of Agriculture, Iroisemba (COA), Imphal, Manipur	1993 (1979)
2. College of Veterinary Sciences & Animal Husbandry (CVS&AH), Selesih, Aizawl, Mizoram	1998
3. College of Fisheries (COF), Lembucherra, Agartala, Tripura	1998
4. College of Horticulture & Forestry (CH&F), Pasighat, Arunachal Pradesh	2001
5. College of Home Science (CHS), Tura, West Garo Hills, Meghalaya	2004
6. College of Agril. Engg. & Post-Harvest Technology (CAE&PHT), Gangtok, Sikkim	2006
7. College of Postgraduate Studies (CPGS), Barapani, Meghalaya	2006
8. College of Agriculture (COA), Pasighat, Arunachal Pradesh	2013
9. College of Agriculture (COA), Kyrdemkulai, Meghalaya	2015
10. College of Horticulture (COH), Bermiok, Sikkim	2015
11. College of Food Technology (COFT), Imphal, Manipur	2015
12. College of Horticulture (COH), Thenzawl, Mizoram	2016
13. College of Vety. Sc. & AH (CVS&AH), Jalukie, Nagaland	2016

KRISHI VIGYAN KENDRAS

1. Krishi Vigyan Kendra, Andro, Imphal East (Manipur)	2006
2. Krishi Vigyan Kendra, East Siang (Arunachal Pradesh)	2006
3. Krishi Vigyan Kendra, Aizawl (Mizoram)	2006
4. Krishi Vigyan Kendra, East Garo Hills (Meghalaya)	2017
5. Krishi Vigyan Kendra, South Garo Hills (Meghalaya)	2017
6. Krishi Vigyan Kendra, Sepahijala (Tripura)	(Sanctioned in 2018)

Multi Technology Testing Centers: In six (6) states at Manipur, Mizoram, Tripura, Arunachal Pradesh, Sikkim and Meghalaya.

Vocational Training Centers: In six (6) states at Manipur, Mizoram, Tripura, Arunachal Pradesh, Sikkim and Meghalaya.