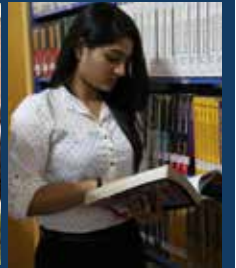


IILM Residential Handbook

2016-17



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1. HOSTEL AT IILM

IILM, being a premier B -School providing world class educational & residential facilities, strives to provide its students with an enviable learning environment. In order to cater for holistic development of the students, IILM has planned a comprehensive and integrated hostel complex which will provide “feel at home” environment.

Living on campus is a key contributor to an effective and intensive learning experience. IILM provides an exceptional residential facility to its students. It fosters in them a feeling of belonging and responsibility. Residential facility at IILM is an impetus to a cohesive learning environment. In order to provide universal and all-encompassing learning and development process, it is mandatory for all first year students to stay in the integrated hostel complex. The students are expected to add values to the culture of the hostel and around by way of performing proactive role through various committees.

1.1. RESIDETIAL FACILITIES

The Hostel facilities are available for both girls and boys at IIBM Gurgaon, IGSM Greater Noida & CET Greater Noida campuses.

There are enviable support facilities like cafeteria, play board rooms, laundry, and 24x7 internet. The imposing and integrated hostel complex stands unique and elevated for its green surroundings & captivating ambience.

IILM’s hostel rooms are allotted on the first cum first

serve basis however it is ensured that there is no mix in respect of the students of different semesters in the same rooms. Mutual exchange of rooms is permitted only within first 10 days of allotment of the rooms. Students are required to look at the inventory carefully and check the items of furniture, fixture, and other articles in their rooms at the time of occupying the rooms. Having checked the items they will be made to sign the inventory form and hand it over to the hostel warden. When they vacate rooms they are required to hand over all the items in inventory to the care taker or any other official of the hostel authorized by IILM. Students will vacate their rooms during term breaks for college to undertake the maintenance work. However, storage facilities can be provided by the hostel office as per requirements.

Every student is responsible for the care of the hostel property. Students are not allowed to remove any article. Students, staying in the hostel, are responsible for any loss or damage caused to the property of the institute, whether movable or immovable, by themselves or by their relatives, or visitors. Students shall be charged individually or collectively for damages to the hostel property, including furniture, cupboard, etc. provided in the room. If the person(s) is/are not traced, the participants in that wing or block will be held responsible and collectively charged. In certain cases, all the participants of a particular block may be held responsible. In case of wanton damage, in addition to recovery of the cost of repair, the Institute may impose a fine and also treat this as a violation of hostel rules.

A participant vacating the hostel accommodation must clear all outstanding payments and get a clearance certificate from hostel warden before leaving the hostel.



The session details for batch 2016-17 are as below:

Academic year 2016-17 (1st Year): 17 June, 2016 to 30th April, 2017

Academic Year 2016-17 (2nd Year): July 2016 to 30th April, 2017

1.2. HOSTEL MANAGEMENT (Important Telephone Numbers)

The following officers constitute the Hostel Management:

	Gurgaon	IGSM
Director	9871163079	9350880552
Dean-Students	9739790592	9811229459
Warden	9654046892	9599054582
Admin Manager	9811372060	9871042555
Faculty Incharge Hostel	9899824640	9899411316

The students can approach any of the above officers for help, guidance, grievance and an emergency.

2. Hostel Facilities:



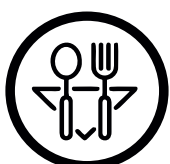
24x7 Security



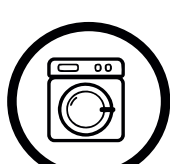
24x7 Power Backup



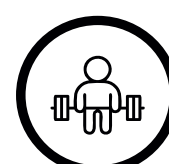
Cafeteria Service



Dinner
Breakfast, Lunch,



(Self Service)
Laundry



Gymnasium



Vehicle Parking



ATM

2.1 FACILITIES IN THE ROOMS:

The rooms are air-conditioned and are equipped with necessary modern day furniture and a wardrobe. Necessary hard and soft furniture and furnishings have been provided for each room of each flat..

Facilities Provided:

- Bed • Mattress • Study table • Drawer • Chair
- AC • Cupboard • Curtains • Fan • Tube light

2.2. OTHER FACILITIES

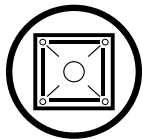
a) Parking

The students in possession of vehicles are advised for following:

- To keep registered vehicle only
- To obtain vehicle stickers from the institute. Entry will be allowed to the vehicles with stickers only
- To follow traffic rules & regulations within the campus premises

2.3 SPORTS FACILITIES

Various sports facilities are catered for in the hostel for healthy involvement of the students:



Carom & Indoor Games



Basket Ball



Foot Ball (IGSM)



VolleyBallCourt
IGSM



Badminton Court

2.4 MESS FACILITIES

The hostel has intrinsic self-contained & sufficient dining facilities. The food is prepared & served by trained staff. The staffs are constantly briefed and checked for hygienic practices in food preparation. The hostel management is committed to provide quality home-like food to the students. Only vegetarian food will be served to the students.

Meal Timing	
Breakfast	08:00 to 09:00
Lunch	12:30 to 15:00
Dinner	19:30 to 21:30

The mess timings are subject to change as per the season and class timings. Students are required to avail of the mess facilities in the dining hall itself. Eatables are not served in rooms. Food and other items are not to be taken out of the dining hall except for sick students.

Students are expected to maintain discipline and order in the dining halls. Students must be suitably attired in the dining hall. "Kitchen is out of bound for students". Food can be taken to the room only under medical advice.



2.5 MEDICAL FACILITIES

It is mandatory for the student to submit a medical fitness certificate. Only first aid facilities for minor ailments are available at the institute sick room and all residential floors.

In case of emergency, students may contact hostel warden who will make necessary arrangements to provide medical services.

For Gurgaon : The Institute has a tie-up with Artemis hospital for students / staff members.

For Greater Noida : The Institute has a tie-up with Yatharth Wellness Hospital for students.

It is compulsory for the students to have health/ medical insurance. This is facilitated by the Institute.

Students are advised to carry their Insurance card to avail of cashless facility. Advance intimation is to be made to hospital authorities. In case the student does not avail of cashless medical facility due to non-carrying of the medical card, they will have to settle the bills directly with the hospital. Parents/ Guardians will be informed about the emergency case at the earliest. Students are requested to provide contact numbers and update the same in case of change.

SICK ROOM: The sick room in the hostel will cater for minor ailments.

3. GENERAL RULES AND REGULATIONS

a) It is the individual and collective duty and responsibility of each of the hostel occupants to ensure proper cleaning and maintenance (including preventive maintenance) of the room, of the flat, of the dining room, and of the students lounge and furniture, fixtures, furnishings and general looks of each of these.

b) Room occupants are individually and collectively responsible for:

- Bed making on each day before departure to the academic wing.
- General Cleanliness of the room, windows, fans, light shades etc.
- Disposal of garbage from the room.
- Taking care of personal effects.

Each room of the hostel complex would be inspect-

ed once a week by the management. Strict action would be taken if the room is found in an undesirable condition.

Safe keeping of the room-key/flat key is an important responsibility of each of the hostel's occupants. In case of loss of the room/flat key, the occupants must report the loss immediately to the hostel warden. The student would be charged towards the cost of making duplicate key in case of loss of key. The management may decide to change the entire lock to maintain the safety of the belongings of the room occupants.

Students are advised not to put up posters or photographs, etc. Nails are not allowed to be hammered into the walls.

c) The hostel attendance register should be signed by each of the student before 8:45 AM every day. (Greater Noida Only)

d) Students are not permitted to engage /employ any private / unauthorized person for service of any kind, personal or otherwise, without the prior approval of the hostel warden.

e) Students are not allowed to assign any personal work to any employee of the hostel administration. Students are advised not to have any financial dealings of personal nature with any employee of the



- TV sets/VCR/VCD/DVD/ and music systems. The uses of audio systems which may cause inconvenience to other occupants are not allowed. Students are advised to keep the music, television etc. at low volume so as to avoid disturbing others. In addition, the students are not allowed to hire any such objectionable material from outside.
- Students are forbidden to keep any fire-arms including air guns, pistols, licensed or unlicensed, or ammunition, or explosives, or sharp-edged weapons, retention of which is illegal and unlawful in the hostel.
- Alcoholic Beverages: Students are forbidden to consume or store any form of alcohol in the hostel.
- Students violating this code may be expelled from the hostel and rustication from the Institute.
- Cigarettes and narcotic drugs: Smoking is injurious to other's health. The campus is a "No smoking zone". Any student found smoking will be fined and referred to the disciplinary committee. In addition, disciplinary action will be taken against any student who is found under the influence of drugs.
- Articles of high value e.g. jewellery, expensive watches, mobile phones etc. should be kept safely and are personal responsibility of the student.
- Electrical Appliances / Gas ranges for cooking: The use of electrical appliances such as immersion heaters, electric stoves, electric iron, etc. is forbidden in any of the hostel rooms. Such appliances, if found will be confiscated and a fine will also be imposed. In addition, private cooking is strictly forbidden in the hostel premises / student's rooms.
- The hostel management provides preventive maintenance for engineering services. Students are advised to forward the requirements of maintenance to the hostel warden directly or through entries into the maintenance register available in the hostel warden's office.
- Students are required to switch off all electrical connections in their rooms and in the common areas like the lounges and wash rooms when not in use or leaving for class.
- Students are forbidden to carry any food from the dining facilities up to their rooms. Strict action would be taken if crockery/cutlery from the cafeteria are found in the room.
- Students should read all instructions and notices displayed on the Notice board from time to time.
- Resident students are duty bound to report to the hostel warden any unwanted / undesirable action in the hostel or in the campus.
- Stay of parents, relatives and friends is not permitted in the hostel.

3.1. LEAVE OF ABSENCE

- Students are expected to be within the hostel premises as per the laid down timings by the management.
- A leave application duly signed by the Mentor & Dean / Faculty Incharge for Hostel Incharge has to be submitted to the security in case the student is leaving the hostel premises for overnight or greater duration. Forms are available in soft copy online & in hard copy with the Security. Under NO circumstances will the student be allowed to leave premises without submission of hard copy. Any exception in doing so will be treated as absence and will attract strict disciplinary action..
- A Hostel Movement Register kept with the guard at the main gate is to be filled by the student before leaving the campus in which "departure" and "arrival" time is recorded every time.

3.2. PERSONAL BELONGINGS

Students are responsible to take due care of their personal belongings. The institute will not be responsible for the loss of student's belongings.

3.3. HOUSEKEEPING

- Students are not supposed to shift any items/materials kept in any block of the hostel without informing hostel warden.
- Students should help keep their rooms, its surrounding, and hostel premises clean. Sweepers / Housekeeping attendants appointed for the hostel are meant to keep the hostel premises clean and hygienic. Students can get their rooms cleaned periodically in their presence. Students are expected to behave politely

- with hostel staff.
- The Hostel community as a family cherishes its belongings and expects all to treat them with care. Therefore, students are requested to be careful while opening/closing doors. Students should not write/paste any materials, which may disfigure or leave permanent mark on the walls, windows, or doors. If any damage is done, the student concerned shall have to pay the cost of repairs as decided by the institute. For any message/notice (official/informal) physical notice boards may be used.
- Students should also take care to safeguard common facilities provided in the hostel. In case of any damage to such facilities cost will be recovered from the person causing damage and if the person is not identified the students, as a whole will be charged the cost of the damage.
- Please avoid littering and help the maintenance staff to keep the hostel and the campus clean, beautiful and pleasing.
- Students are requested to see that no water is wasted by leakage in the water supply fittings or by careless/extravagant use. If any damage or defect in the building, fixtures & fittings, electrical installations, etc. is noticed it should be reported to hostel warden for necessary action. In order to conserve energy & water and avoid waste, the participants are expected to switch off the lights, fan etc. and turn off the bathroom and washbasin taps after use. Main switch should be switched off while leaving the room.
- When not in rooms, participants are requested to switch off the lights and fans and bolt/lock the windows, cupboards and doors properly to avoid pilferage/theft.

Hostel authorities reserve the right to inspect the hostel rooms at any time.



3. HOSTEL FACILITIES DURING INTERNSHIP:

During Summer Internship, students will vacate the rooms. The storage facilities will be provided by the hostel office. Students should be responsible for handing over the luggage to the hostel office, duly packed and locked with the required identification. The hostel authorities are not responsible for any loss or damage caused during the storage period. The hostel authorities have the right to break open any room, if they found it locked and the cost of the damage has to be borne by the respective candidate. So, it's student's duty to vacate the room and hand over the keys.

4. VISITING HOURS:

Visitors/Guests are permitted to visit the residents during the following visiting hours:

Weekdays - 05.30 pm to 08.00 pm

Weekends and Public Holidays - 10.00 am to 08.00 pm
Residents are requested to meet their visitors in the cafeteria only.

5. GUEST ROOM FACILITY:

For easy & smooth stay of parents/guests of the students, the college has a tie up with Guest houses near the campus. The details are as below :

For Gurgaon

Option 1 : Delta Millennium Boutique Hotel , A - 4, Suncity Main Road , Sector 54 , Golf Course Road , Gurgaon. Contact Person : Mr Rajat Sachdeva (9910004500)

Option 2 : North East Residency, 252, Golf Course Road , Sector 55 , Gurgaon (Contact : 9810097729)

For Greater Noida

Shiv Shakti boarding/lodging
Address : _____

6. SECURITY:

The hostel premise is covered with security cover extended by an array of CCTV, mobile security guards, patrolling guards & commandos. Apart from that, a biometric system is installed to ensure physical security/scrutiny of the students before the end of the day.

6.1 SECURITY DEPOSIT : An amount of Rs 10,000/-

will be deposited by all the students towards the security deposit at the beginning of academic session. The security amount is refundable in nature however any damage in the hostel will be adjusted from this amount & balance shall be refunded to the students at the end of the programme.

7. SUGGESTIONS / GRIEVANCES

The Hostel is under the overall supervision and control of hostel administration. Students having any suggestions / grievances are requested to please address the same to the Hostel Management as mentioned under Para 1.2

8. GENERAL CONDUCT

Ragging is banned in the Institute and anyone indulging in ragging will be dealt as per Government code of conduct. Broadly speaking, ragging is: "any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student".

Any student who is subject to ragging or is aware of any such incident should report the same to hostel management as mentioned under Para 1.2.

8.1. Violation of Hostel Norms

Any student who violates the hostel norms and discipline is liable for disciplinary action. Cases of misconduct or violation of hostel rules may even lead to expulsion from the institute.

8.2. Hostel Management Committee

The committee reserves the right to change/modify partially or fully any or all the above information, rules, regulations, procedures and norms in this manual without prior notice as per exigency of circumstances and as per its discretion. The Institute's

decision shall be final in the interpretation of the rules and in all matters connected with Hostel. The director retains authority to issue standing orders to regulate all internal matters and other details, not explicitly covered by these rules.

9. Rules & Regulations for Prevention and Prohibition of Ragging

The All India Council For Technical Education (AICTE), New Delhi vide its Notification no. 37-3/Legal/AICTE/2009 dated 25-03-2009 has taken a very serious view of ragging incidences in educational institutions and on Directions of the Hon'ble Supreme Court of India vide its Order dated 16.5.2007 has ordered strict implementation of following rules & regulations for Prevention and prohibition of Ragging in technical Institutions.

9.1 Various Types of Ragging

The Hon'ble Supreme Court has, inter-alia, mentioned the following types of ragging:-

1. Ragging has several aspects with, among others, psychological, social, political, economic, cultural, and academic dimensions.
2. Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered with in the academics related aspect of ragging; similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent
- 3.
4. in many institutions, particularly in the technical institutions.
5. Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered an aspect of ragging for ragging economic dimensions.
6. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestured, causing bodily harm or any other danger to health or person can be put in the category of

ragging with criminal dimensions.

7. Any act or abuse by spoken words, emails, snail-mails, blogs, public insults should be considered with in the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others; the absence of preparing 'freshers' in the run up to their admission to higher education and life in hostels also can be ascribed as a psychological aspect of ragging – coping skills in interaction with seniors or strangers can be imparted by parents as well. Any act that affects the mental health and self-confidence of students also can be described in terms of the psychological aspects of ragging.
8. The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.

9.2 Actions to be taken against students for indulging and abetting in Ragging in technical institutions Universities including Deemed to be University imparting technical education:-

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulged in ragging should be debarred from taking admission in any technical institution in India.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.
 - Cancellation of admission
 - Suspension from attending classes

- Withholding/withdrawing scholarship/fellowship and other benefits
 - Debarring from appearing in any test/examination or other evaluation process
 - Withholding results
 - Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - Suspension/expulsion from the hostel
 - Rustication from the institution for period ranging from 1 to 4 semesters
 - Expulsion from the institution and consequent debarring from admission to any other institution.
 - Fine of Rupees 25,000/-
 - Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
 -
4. The institutional authority shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council immediately after occurrence of such incident and inform the status of the case from time to time.
 5. Courts should make an effort to ensure that cases involving ragging are taken up on priority basis

IILM Residential Services

PERMISSION FOR LEAVING HOSTEL

Name _____

PGDM Registration No _____

Number of Days: _____ from _____ to _____

Reason for absence _____

Address for correspondence during absence:

Contact Number _____

Date: _____ Signature of the Resident

Approved by:

Dean / Faculty Incharge Hostel

Mentor

UNDERTAKING

I D/o S/o
Course.....

R/o.....Mobile:.....
do hereby solemnly affirm and state that I have fully understood the under given declarations and shall abide by them:

- That I shall not indulge in any form of ragging in the college premises, college hostel or outside the college and I fully understand that if I do so, I may be expelled from the college.
- That I have read and understood the Hostel Rules and shall abide by them in letter and spirit.
- That I shall not associate myself directly or indirectly with any unlawful organizations, shall not consume alcohol, drugs or any other intoxicants within the college premises/hostel nor come to the college/hostel having consumed the same outside.
- That I shall not indulge in any kind of violence, assault, affray, arson, loots, theft or quarrel in the college premises, college hostel or outside the college premises.
- That I will pay my academic fee and/or hostel fee in time, if the fee is not paid when is due, the College can debar me from the examinations.
- That if any time during my stay in hostel, the fee and other charges are revised by the College Authorities I shall pay the same within notified and stipulated period.
- That I fully understand and agree that in the event of any breach of the aforesaid undertaking, my admission to the college or college hostel maybe withdrawn or cancelled without assigning any reason or without any obligation on the part of the college to issue any advance notice and in such an event, all the fees deposited and paid by me in the college except refundable charges, shall stand forfeited.

Place:

Date:.....

(Signature of Student)

Checked by Hostel Fee paid: _____ Permitted by

Programme Office

Director-Administration

UNDERTAKING BY THE STUDENT

- I,..... (full name of student with admission/registration/enrolment number)s/o.....d/o.....
- Mr./Mrs./Ms.having been admitted to..... (name of the institution), have received a copy of the AICTE Regulation dated 1.7.2009 on Curbing the Menace of Ragging in Higher Educational Institutions, (hereinafter called the “Regulation”) carefully read and fully understood the provisions contained in the said Regulations.
- I have, in particular, perused Clause 4 of the Regulation and am aware as to what constitutes ragging.
- I have also, in particular, perused Clause 5(3) and Clause 8(4)(a) of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- I hereby solemnly aver and undertake that I will not indulge in any behavior or act that may be constituted as ragging under Clause 4 of the Regulations.
- I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under Clause 4 of the Regulations.
- I hereby solemnly affirm that, if found guilty of ragging, I am liable for punishment according to clause 8(4)(a) of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this day of month of year.

UNDERTAKING BY THE PARENT/GUARDIAN

- I Mr./Mrs./Ms.(full name of Parent/Guardian) father/mother/guardian of Mr./Mrs./Ms. (full name of student with admission/registration/enrolment number) having been admitted to (name of the institution) , have received a copy of the AICTE Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulation”) carefully read and fully understood the provisions contained in the said Regulations.
- I have, in particular, perused Clause 4 of the Regulation and am aware as to what constitutes ragging.
- I have also, in particular, perused Clause 5(4) and Clause 8(4)(a) of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- I hereby solemnly aver and undertake that
- My ward will not indulge in any behavior or act that may be constituted as ragging under Clause 4 of the Regulations.
- My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under Clause 4 of the Regulations.
- I hereby solemnly affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 8(4)(a) of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that the admission of my ward is liable to be cancelled.

Declared this day of month of year.

Signature of Parent/Guardian. Name Address

Mob./Tel.No.