

HOSTEL REGULATION HANDBOOK: 2023-24

GENERAL

1. These rules known as **IILM Hostel Regulation Handbook: 2023-24** will cover all the Students staying in IILM Hostels at Gurugram and Greater Noida Campus.

ADMISSION TO THE HOSTEL

2. Admission to new students to hostel will be communicated to the desirous students by admission office along with their admission result after which they will be required to deposit their full hostel fees. A photocopy of the bank receipt along with hostel admission form completed in all respects will be submitted to the respective hostel office before occupying the accommodation. The duration of hostel-stay will commence from the day of admission to the last day of the academic year. On completion of the academic year, the hostellers will be required to hand over their accommodation along with allocated furniture items, room and Almirah keys to the respective Hostel Offices. Over-staying in the hostel is not permitted. However, special cases may be recommended by head of the institution/Department to the Hostels In Charge.
3. 2nd year onward students desiring admission in the hostel will apply to Hostels In Charge, who will decide about their admission or otherwise. On grant of permission they will be required to deposit full hostel fee (for the two semesters) before the due date and submit photocopy of the payment receipt to the concerned hostel office before moving into the hostel.

ACCOMMODATION

4. (a).Twin sharing rooms are available in the hostel, which are allotted to students by respective Hostel In Charges. Each hosteller is provided with a Bed, Mattress, Study Table, Study Chair and an Almirah besides standard electrical fitments such as tube lights and fans. Individual hosteller is responsible for any damage to the items provided to him/her and would be required to make good the loss by paying for cost of damages. In case of damages, if the defaulter is not identified, collective penalty would be imposed.

(b). Procedure for Room Allotment. For the fresher's, a Block will be earmarked in each hostel (**for Greater Noida campus only**) and in both hostels, rooms will be allotted on first come first serve basis. 2nd year onward students will be allotted rooms course-wise and semester-wise. Floor for the students will be rotated every year. Students will be allotted rooms on commencement of the Academic Session.

(c) Hostel Accommodation Fee: Rs 1,20,000/- per annum plus food charges as per actual.

(d). Hostellers desirous of staying on in hostel during the Summer sessional break will be required to inform the Hostels In Charge a month in advance. Students permitted to stay back will have to pay fee of Rs 12,000.00 per month and food on actuals. During

the summer break, those staying back will be relocated by the Hostels In Charge for administrative convenience. Rooms will be allocated based on maintenance schedule.

LOSS OF KEYS

5. In case a student loses his /her room keys, the complete lock will be replaced and cost will be recovered from the student against a fine of Rs.750/- This is necessary due to security reasons. Besides the three keys that come along with the lock, no additional keys will be fabricated from the locksmith. The lock smith will only be permitted entry into the Hostel with the express permission of Hostels In Charge.

UPKEEP OF THE ROOMS

6. Adequate numbers of Housekeeping Staff, have been employed for general cleaning of rooms and upkeep of hostel premises. Students are expected to ensure cleanliness of their rooms and help maintain general upkeep of hostel premises. All fans tube lights & electrical appliances when not required should be switched off.
7. Pasting of posters/pictures on wall & doors, writing, wall chalking and unnecessary nailing is not allowed. Slogan of any kind or defacing the hostel in any form is strictly prohibited.
8. Any damage to the hostel property must be reported to the authorities. Hostellers will be charged for all damages or loss of hostel property except when caused due to fair wear and tear.

LEAVE/ OUTPASS FROM HOSTEL

9. The students are allowed to visit their local guardian on weekends and holidays and stay overnight after obtaining due permission and out pass from respective Hostels In Charge. Before issuing out-passes to students, the Hostels In Charge must inform parents about their child's request for out-pass. The Hostels In Charge must ask the parents to send email \ fax or alternatively a SMS from their registered mobile numbers to the Hostels In Charge.
10. **Day out Pass.** Day out passes are permitted from 9.00AM to 10.00PM on weekends / holidays only. On other working days, in case of an emergency, the hosteller will first obtain permission from respective Heads of Institution/Departments. Thereafter, the application will be forwarded to Hostels In Charge for his approval, based on which he will issue the out pass.
11. **Holiday / Break out-pass.** Will be issued by Hostels In Charge during University Holidays/ Breaks.
12. **Procedure for out-pass.** All out-passes will be issued one day in advance (between 09:00 AM – 05:30 PM). A Student requiring an out pass is to fill the out- pass slip and enter the details in the register maintained in the hostel. Prior to issuing out pass Hostels In Charge must obtain consent of parents as detailed above.

13. The students are to show the out pass while leaving and on returning at the main security gate, to the security staff on duty.
14. The student has to check out \ check in, in the register maintained in the hostel and submit the out pass in the Hostels In Charge office on return.

ATTENDANCE

15. The attendance for both male & female hostelers will commence at 10:00 PM. All hostel doors will be shut for the night at 10:00 PM. Thereafter no hostelers is permitted to leave the hostel premises.
16. In case any student is unable to present himself / herself for attendance due to sickness, he/she should inform the Hostel In Charge in time.
17. A student coordinator (nominated on each floor) is responsible for discipline and attendance of the students.
18. Supervisor accompanied by the Student Coordinator are to take random surprise checks floor wise for attendance. A report on defaulters will be submitted to the Hostels In Charge.

ATTENDANCE OF CLASSES BY HOSTELLERS

19. Hostel staff will conduct regular checks to identify students staying back in the hostel during working hours ie 9AM to 5 PM. Repeated offenders, who stay back in the hostel without any valid reasons will be asked to vacate their accommodation in the hostel.

CRITERIA FOR RE-ADMISSION TO THE HOSTEL

20. Admission to the hostel for fresh entrants in the UG & PG courses does not guarantee re- admission to students for subsequent semesters. The University reserves the rights for re- admitting students to the hostel. Hostellers have to seek re-admission at the commencement of each new session. The criteria for re-admission is as under:-
 - (a) **Discipline Record** .The Hostel disciplinary committee will scrutinize the disciplinary record of each hosteller during the summer break. Hostellers involved in repeated cases of indiscipline will be denied accommodation.
 - (b) **Academic attendance**. Hostellers must have a minimum of 80% attendance, in the previous academic year.
 - (c) **Intimation To Parents**. Parents of students who do not meet the above listed criteria, will be informed in writing during the summer break, so that they can make alternative arrangements for their wards for the coming session.

GUESTS/VISITORS FOR BOYS HOSTEL

21. Guests/visitors are permitted to visit the hostel only on weekends and holidays between 9:00 AM to 11:45AM and 4:00PM to 6:00PM. They are not permitted to visit rooms of

the students. Visitors will be entertained in the cafeteria area. They are not permitted to stay overnight in the campus.

22. Students will receive their guests at the Hostels In Charge office and fill in particulars of their visitors in the Hostel Visitors Register kept there. It will be the responsibility of the concerned student to receive and see off his/her Guest at the gate.
23. Day scholars will not be allowed entry in hostel without prior permission from the competent authorities. Defaulter day scholars as well as hostellers will each be penalized by 50% hostel fee for one month and will also be liable for disciplinary action.

RULES FOR VISTING GIRLS HOSTELS

24. In case of any emergent requirement, a visitor (female only) wanting to meet the inmates of hostel, he/she will obtain written permission of the Hostels In Charge. Visitor on grant of permission will then be escorted in /out of hostel. Female escort to be detailed by the Supervisor.
25. From 9AM to 7PM the visitor will meet the security guard and enter his/her name in the visitors register. The guard will take the register to the Hostels In Charge. The Hostels In Charge will grant the necessary permission and endorse the same in front of the entries made by the visitor in the register.
26. The visitor on grant of permission will wait for the faculty/student to come out and meet outside the hostel /cafeteria.
27. The maintenance staff like carpenter, electrician, plumber etc on grant of permission will be accompanied by the hostel staff to the flat/suite for repairs.
28. On conclusion of the visit, the visitor will make relevant entry of time out in the register. Guard will ensure that the entries are made correctly.

MEDICAL FACILITIES

29. On falling sick the hosteller will inform the Hostel In Charge who will arrange medical help. Should the hosteller be advised hospital admission, necessary communication to this effect will be sent to the parents/local guardians by the Hostels In Charge.
30. It is mandatory for each student of the University to have a medical insurance before taking admission. The same needs to be submitted on registration.
31. The IILM University, Gurugram has tied up with Artemis Hospital for availability of Doctor (Male & Female) on campus in the 1st and 3rd week of every month, for all students and staff. The University has also signed MoU with Artemis Hospital & Pratiksha Hospital, Gurugram for follow up treatment.

STUDENTS CAFETERIA

32. A well run student's cafeteria operates to provide wholesome vegetarian meals, however Eggs are provided. Hostellers will be at liberty to consume food and beverages at their discretion.

CAFETERIA RULES

33. The cafeteria will remain open from 07:30 AM to 9:15 PM, and meal timings as displayed will be observed.

34. Students are strictly prohibited from entering the kitchen or store room of the mess.

35. No Student will abuse/quarrel/manhandle the cafeteria staff.

36. Any kind of complaint regarding quality, quantity of food cleanliness/hygiene etc is to be made in writing to the Hostels In Charge Hostel.

37. Students are not allowed to take the food -plates and cutlery out of the dining halls.

38. After meals, students are expected to deposit their plates in the designated utensil cleaning area.

39. Smoking and drinking alcohol is prohibited in the campus.

40. Food is strictly not allowed in the hostel living rooms either from cafeteria.

41. While dining in the cafeteria hostellers are to be attired in decent/presentable dress. Slippers & nightdress etc are Prohibited.

OPTIONS FOR MEALS FOR HOSTELERS

42. For the hostel mess students can exercise any one of the following options :-

(a) Eat on a monthly basis for which payment will be made in advance on the first of every month to the caterer. For this purpose, the caterer will recharge the **Monthly Meal Swipe Card of the students** who make the payment under this option.

(b) Eat specific meals by purchasing coupons.

(c) Eat in the cafeteria at will, by maintaining a balance in the Cafeteria Recharge Card issued by the Caterer and recharged when money is deposited in it by students.

43. Should a hosteller exercise option 42(a) he/she will give a written undertaking to this effect in the hostel registration form.

44. Should a hosteller wish to change from option 42(a) to 42 (b)/(c) he/she will have to give a written application one month prior, to the hostel office, stating the change in option.

The Hostels In Charge Hostel will authorize the change, the coming month onwards, the change will come into effect.

MAINTENANCE

45. Repair/maintenance of fixtures and facilities is an ongoing process. Requirements are to be projected by noting the details in the register kept with the respective Hostel In Charges for the purpose. Undue delays in repairs are to be reported to the hostel Hostel In Charge.

CODE OF CONDUCT

46. All the hostellers are required to maintain standards of behavior expected of students of prestigious educational institutions. Thus they are expected to behave courteously and fairly with everyone inside and outside the campus.

(a) All hostellers are required to carry their valid Identity cards issued to them by the university/Institute.

(b) Smoking, consumption of alcoholic drinks, theft/stealing, vandalism/destruction of public property, gambling, unlawful assembly or gathering for committing acts ie reputation damaging gossip, abusing, fighting and possession of contraband materials is prohibited. Offenders are liable for appropriate legal action by the disciplinary committee, as per university regulations.

(c) Smoking weed / consuming drugs will invite immediate expulsion from the hotel.

SECURITY

47. Hostellers are responsible for the security of their cash and valuables. They are advised not to keep jewellery, expensive items and excessive cash in their rooms.

48. Hostellers are strongly advised to properly secure all their valuable i.e. mobile phones, laptop, watches, ATM cards money etc at all times.

49. Hostellers are not permitted to change rooms or sleep in any other room without prior permission from the hostel authorities. All students are to return to their rooms by 10:00PM.

50. Any students who finds his/her roommate missing after 10:00PM must report to the Hostel In Charge immediately. This is to enable the authorities to take immediate action in case of any untoward incident. Your cooperation will be very much appreciated.

RAGGING

51. Ragging is illegal as per the Honourable Supreme Court ruling. Display of noisy disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic institution, including teasing, abusing, playing practical jokes or causing

hurt to such students, asking the student to do any act or perform something which such student will not in the ordinary course be willing to do, will amount to ragging.

52. Actions to be taken against students for indulging and abetting in Ragging in the University: -

1. The punishment to be meted out to the persons indulged in ragging will to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulging in ragging will be debarred from taking admission in any other educational institution in India.
2. Every single incident of ragging, a First Information Report (FIR) will 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 will 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/ 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 will intimate the incidents of ragging occurred in their premises along with actions taken to the UGC immediately after occurrence of such incident and inform the status of the case from time to time.

WITHDRAWAL FROM HOSTEL

53. Any application of withdrawal from hostel should have the concurrence of parent/guardian and should reach hostel office (after getting clearance from respective Hostel In Charge) specify the date of leaving. The following guidelines will be applicable:

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(a). Students who withdraw from the hostel without occupying the room (even for a single day) will be refunded the full amount of hostel fee.

(b). Students who have stayed in the hostel for a month or less, will pay charges for two months and the remaining amount of fee will be refunded.

(c). If the stay is over a month but less than three months. Students will be eligible for refund of half of the academic year's hostel fee.

(d). Any request of hostel withdrawal after three months will not get the benefit of any refund.

EXPULSION FROM HOSTEL

54. Students may be expelled from hostel by the management on disciplinary grounds.

RULES OF CONDUCT & REGULATIONS

55. All students staying in hostel are required to observe rules of conduct and regulation as listed below so as to ensure a conducive atmosphere for their studies and growth:-

(a) Male and female students are not permitted to visit each other's hostels.

(b) Possession and consumption of liquor, drugs, cigarettes and any tobacco product is strictly prohibited. Defaulters will be required to vacate the hostel and will be liable for legal action.

(c) Students are not permitted to change their rooms without the permission of the hostel Hostel In Charge.

(d) Use of electrical appliance like heater, irons, & kettles in the rooms is not permitted. Use of electric appliance like heaters, hot plate & irons in the rooms is not permitted. Rs 1000/ will be imposed as fine on violation of this rule.

(e) For annual repairs & stock taking, students are required to vacate their rooms within 48h after their annual examinations. They are advised to leave only after handing over their rooms and inventory to the hostel office.

(f) Respective hostel Hostel In Charges have the authority to enter any room or get any room opened even in the absence of the occupant.

(g) Students involved in any brawl/fight will invite serious disciplinary action. Such cases are to be brought to the notice of the authorities promptly.

(h) Hostellers are not permitted to allow any day scholar to visit or stay overnight with them in the hostel.

(i) In case the I-card is lost, new card will be issued by the registrar office on payment of fine of Rs.500/- and a copy of FIR, with the police.

- (j) Any celebration on part of students will require written permission of hostel Hostel In Charge which should be taken at least two days in advance. Celebrations will be over by 11PM.
- (k) Students going out of campus during classes are required to inform their respective program Hostels In Charges /Institutional Heads before seeking out pass from the hostel Hostel In Charge The application for out pass should be signed by their respective program Hostels In Charge\ Dy. Hostels In Charge \program coordinator, only then out-pass will be given by Hostel In Charge.
- (l) Members of any committee are not permitted to convene any meeting of any sort anywhere in the hostel or its premises without the Hostel In Charge's permission.
- (m) Shouting, reading aloud playing loud music and other similar acts which are likely to disturb other residents should not be done at any time of the day or night.
- (n) Damaging of the hostel property including the removal of furniture light fittings etc by the students is a major offence which will invite fine and a disciplinary action.
- (o) Cooking inside the room is strictly prohibited.
- (p) Students are encouraged to engage themselves in sports and games after 5:15 PM in the evening. The Sports equipment will be carefully issued and returned as per the timings. Sports equipment should be taken care of and not misused.
- (q) Switch off fans, lights before leaving the room.
- (r) Write your complaints regarding light, water, mess etc in complaint book kept in hostel office.
- (s) Don't disturb electric boards, internet equipment, TV boxes etc.
- (t) No hosteller is allowed to keep a vehicle/motorcycle in the University Campus.

HOSTEL DISCIPLINE COMMITTEE

56. Hostel discipline committee constituted as under will carry out necessary investigation and recommend action to appropriate authority whenever there is breach of discipline in any hostel: -

- (a) **Chairperson** - Hostels In Charge Hostels
- (b) **Members** - A representative of the Institution /department to which the student belongs and respective hostel Hostel In Charge.

57. Where necessary the cases will be referred to university discipline committee as nominated by Hon'ble Vice-Chancellor.

58. Notifications of all important issues will be done by Registrar's office.

59. Meal timings will be as under:-

- | | |
|--------------------|------------------------|
| (a) Breakfast | - 07:50 AM To 09:15AM |
| (b) Sunday/Holiday | - 08:00 AM to 10:00 AM |
| (c) Lunch | - 12:00 PM to 03:00PM |
| (d) Dinner | - 07:50 PM to 09:15PM |

Miscellaneous

60. Special diet to sick hostellers will be provided to the members under the advice of Hostels In Charge Hostel.

CONCLUSION.

61. Students are welcome to give their valuable, positive and practical suggestions for consideration and inclusion in the Hostel Regulation Handbook



ANTI RAGGING RULES & REGULATIONS

1. SPECIAL ADVISORY TO FRESHERS

- (a) Fresher should not hesitate or feel shy of reporting any incidence of ragging either as a victim or as a witness.
- (b) Freshers (particularly hostel freshers) should move in groups. They are advised to resist individual or collective attempts by seniors towards bullying or ragging. They are also advised to immediately report such incidents at the earliest.

2. ANTI- RAGGING COMMITTEE

Sr.No	Name	Designation	Qualification	Mobile No	E-mail ID
1	Dr Sujata Shahi	Chairperson	Vice Chancellor	9871163079	sujata.shahi@iilm.edu
2	Mr Sanjay Subarna	Member	Vice President	9312210003	Sanjay.subarna@iilm.edu
3	Dr Saima Rizvi	Member	Senior Faculty	8588037544	saima.rizvi@iilm.edu
4	Dr Manisha Joshi	Member	Dean	9978548811	manisha.joshi@iilm.edu
5	Dr Asha Verma	Member	Dean	9818774135	asha.verma@iilm.edu
6	Prof Nitika Seth	Member	Senior Faculty	9811382750	nitika.seth@iilm.edu
7	Dr Charu Bansal	Member	Dean	9910907758	Charu.bansal@iilm.edu
8	Dr Tripti Toor	Member	Senior Faculty	9818664480	tripti.toor@iilm.edu
9	Col Lalit Kapoor (Retd)	Member	Registrar	8800777282	lalit.kapoor@iilm.edu
10	SHO – Sector 53 Police Station.	Member	Representative Police Administration	9205892112	shosec53ggn.pol-hry@gov.in
11	Ms Raunak Gupta	Member	Representative legal Team.	8920025504	raunak.gupta@iilm.edu
12	To be nominated	Member	Representative Local Media		
13	Ms Chandni Bedi	Member	Representative NGO	9818070787	chandni@navjyoti.org.in

14	Ms Mallika Gupta	Member	Representative Senior Student	9997471677	mallika.gupta.pg21@iilm.edu
15	Ms Shriya Vashisht	Member	Counsellor	9971980658	shriya.vashisht.phd2019@iilm.edu
16	Ms Reet Kaur Kohli	Member	Representative Fresher Student	99584 80896	reet.kohli.ug21@iilm.edu
17	To be Nominated	Member	Representative Parents		

Fresher's are advised to save these mobile numbers in their phones, for establishing contact with authorities in case of emergencies.

3. REGULATIONS/DIRECTIVE FOR BANNING RAGGING & ANTI-RAGGING MEASURES, 2013

(a) Terms of reference

- (i) Supreme Court Orders
- (ii) UGC Regulations and Guidelines

(b) Prohibition of Ragging

- (i) Ragging within the university Campus including its Institutions/ Departments and hostel is strictly prohibited.
- (ii) Ragging in any form is prohibited also in the private lodges/buildings where university students are staying.
- (iii) Ragging in any form is prohibited in hostel mess, Canteen, Cafeteria & Transport.
- (iv) No person including students /Staff/Faculty shall participate or abet or propagate ragging in any form.

4. Punishment

Ragging is a cognizable offence under the law and the punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent. It may include one or more of the following: -

- (a) Cancellation of admission, suspension, rustication or expulsion from the university hostel.
- (b) FIR with the police and arrest.
- (c) Collective punishment may be imposed where involved persons are not identified.

DO's AND DONT's FOR HOSTELLERS

DO's

<ul style="list-style-type: none"> • Expected to be courteous to everyone, respectful to elder, friendly to equals, 	<ul style="list-style-type: none"> • Expected to accept authority.
<ul style="list-style-type: none"> • Encourage others in the pursuit of common goals. 	<ul style="list-style-type: none"> • Expected to read or listen to messages and do as asked to do.
<ul style="list-style-type: none"> • Is always honest, overcomes the urge to lie and cheat. 	<ul style="list-style-type: none"> • Expected to stay in the university block during university hours.
<ul style="list-style-type: none"> • Acknowledge and learn by mistakes. 	<ul style="list-style-type: none"> • Expected to avoid any destructive behavior.
<ul style="list-style-type: none"> • Follow high ideals and face difficulties courageously. 	<ul style="list-style-type: none"> • Expected to be familiar with hostel rules.
<ul style="list-style-type: none"> • Insists on fair play, is generous in defeat and applauds the victorious 	<ul style="list-style-type: none"> • Expected to recognize the dignity of each individual.
<ul style="list-style-type: none"> • Never puts off for tomorrow what he can do today. 	<ul style="list-style-type: none"> • Expected to should responsibilities and conduct himself \ herself in
<ul style="list-style-type: none"> • Is always punctual, punctilious and peace loving. 	<ul style="list-style-type: none"> • Expected to co-operate with staff members.
<ul style="list-style-type: none"> • Is quick to apologize. 	<ul style="list-style-type: none"> • Expected to take advantage of every chance to learn.
<ul style="list-style-type: none"> • Strives for excellence. 	<ul style="list-style-type: none"> • Expected to produce a medical certificate (from a competent authority)
<ul style="list-style-type: none"> • Is zealous for the common good, name and fame of the institution, family, neighborhood, state and above all the honor and glory of the 	<ul style="list-style-type: none"> • Expected to take part in various sport activities outside university hours. Since, games play an important role in all round
<ul style="list-style-type: none"> • Expected to develop a healthy self image and develop positive relationship 	<ul style="list-style-type: none"> • Expected to look after hostel property.
<ul style="list-style-type: none"> • Expected totake increasing responsibility for own self and conduct 	<ul style="list-style-type: none"> • Expected to see his/her hostel life as part of his/her mission of life, and strive to fulfill it to the best of his\her ability.
<ul style="list-style-type: none"> • Contribute towards the development of the institution. 	

DON'T's

<ul style="list-style-type: none">• Cook in your room.	<ul style="list-style-type: none">• Violate hostel rules.
<ul style="list-style-type: none">• Keep or feed pets in your room or campus.	<ul style="list-style-type: none">• Play loud music anywhere (in your room or campus).
<ul style="list-style-type: none">• Create a disturbance in the corridors.	<ul style="list-style-type: none">• Conduct or attend parties (in your room or anywhere on the campus).
<ul style="list-style-type: none">• Damage university property or assets.	<ul style="list-style-type: none">• Smoke, consume alcohol or indulge in substance abuse.
<ul style="list-style-type: none">• Act in a manner that offends the local cultural and social values and	<ul style="list-style-type: none">• Indulge in ragging.
<ul style="list-style-type: none">• Permit proxy / dummy room – mates in your room.	<ul style="list-style-type: none">• Disclose your pin/secret code of your credit/debit card to anybody.
<ul style="list-style-type: none">• Permit non residents to stay in or use your room.	<ul style="list-style-type: none">• Keep or play television in your rooms.
<ul style="list-style-type: none">• Light lamps candles, carry crackers or burn / burst crackers in and around the	<ul style="list-style-type: none">• Keep valuables or heavy cash in your rooms.
<ul style="list-style-type: none">• Waste water or electricity.	<ul style="list-style-type: none">• Go without out pass.



ITEMS ISSUED TO HOSTELLERS ON ADMISSION TO HOSTEL

Sr. No	Items
(a)	Almirah
(b)	Almirah Key
(c)	Bed
(d)	Mattress
(e)	Room Key
(f)	Study Table
(g)	Study Chair
(h)	Cloth Stand (Common Area)

HOSTEL STAFF

GURUGRAM UNIVERSITY

Hostels In Charge Hostel – Mr Alok Das

Details of Boys Hostel Staff

Sr.No	Name of the Staff	Designation	Mobile No.
1.		Hostel In Charge	
2.		Supervisor	

Details of Girls Hostel Staff

Sr.No	Name of the Staff	Designation	Mobile No.
1.		Hostel In Charge	
2.		Supervisor	

Other Important Contact Number

Sr.No	Name of the Staff	Designation	Mobile No.
1.	Col Lalit Kapoor	Registrar	8800777282
2.	Mr Sanjay Subarna	Head Admin	9312210003
3.	Mr Alok Das	Hostels Admin	9769878427

IILM UNIVERSITY

PERMISSION FOR LEAVING HOSTEL

Name _____ Course__

Registration No. _____ Number of Days: _____ from _____ to

Reason for absence:-

Address for correspondence during absence:

Contact No:- _____

Parent/Guardian Contact No:- _____

Date: - _____

My Parents/Guardians are aware of the request made and the inputs submitted are true and in case found false I will be solely responsible for any situation and liable for disciplinary action as deemed fit.

Signature of the Student/Signature of Parent/Guardian – Yes/No

Mentor Faculty In charge (Sign/Full

Name to be Given) Action – Hostel

In Charge/Security

Note: -

(a). To be submitted to security Officer/Hostel In Charge Latest by 5:30 PM a day before leave is sought or No Permission will be granted in absentia.

(b). Parents signature or confirmation be obtained by Email/SMS. Mentor must ensure before grant of permission.

(c). Mentor/Faculty to contact parents/Guardian to confirm and grant permission.

(d). During off working hours on emergency Hostel In Charge or Faculty Coordinator may be contacted directly with the Parents/Guardian and permission be granted.

UNDERTAKING BY THE STUDENT

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, university hostel or outside the University and I fully understand that if I do so, I may be expelled from the University.
- 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 University premises/hostel nor come to the University /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 University premises, University hostel or outside the University premises.
- That I will pay my academic fee and/or hostel fee in time, if the fee is not paid when is due, the University can debar me from the examinations.
- That if any time during my stay in hostel, the fee and other charges are revised by the University 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 ad-mission to the University or University hostel maybe withdrawn or cancelled without assigning any reason or without any obligation on the part of the University to issue any advance notice and in such an event, all the fees deposited and paid by me in the University except refundable charges, shall stand forfeited.

Place:

Date:

(Signature Student)

Checked by

Hostel Fee paid: _____ Permitted by

Registrar Sectt Office

Hostels In Charge, Administration

INDEMNITY BOND FOR STUDENT ON OUT DOOR ACTIVITY

RELEASE, WAIVER AND ASSUMPTION OF RISK AGREEMENT

In consideration of being permitted to participate in this OD activity with the approval of IILM University Gurugram (RELEASED PARTIES), hereafter addressed also as the "Released Party", out of my own free will and voluntary act, I.....(Name of student), S/o / D/o..... for myself, my personal representatives, heirs, executors, next of kin, spouse and assigns, so agree as follows:

1. I RELEASE, WAIVE AND DISCHARGE the following persons ("RELEASED PARTIES") from any and all claims and liability for my personal injury, my bodily injury, my death and/or my property damage connection with my participation in the OD activity, or arising out of the doctrine of strict liability, to the full extent allowed by law. The persons I am releasing, including their owners, instructors, officers, Hostels In Charges, employees, spouses, officials, members, are:
 - a. Each of the person or persons involved in the OD activity.
 - b. IILM University, Gurugram
2. I WILL NOT SUE OR MAKE A CLAIM against the RELEASED PARTIES for loss or damage on account of my bodily injury, my death, or my property damage sustained as a result of my participation in the OD activity and the administration of these activities. I ACKNOWLEDGE that such injuries, death and/or damage are NOT covered by any insurance issued to any of the RELEASED PARTIES.
- C. I AGREE THAT this AGREEMENT shall be governed by and construed in accordance with Indian law. All disputes and matters whatsoever arising under, in connection with, or incident to this agreement shall be litigated, if at all, in and before a court located in the State of Haryana.
- D. I voluntarily assume all risks, known and unknown, of personal injury, bodily injury, and death or property damage connected with my participation in the OD activities, howsoever caused, even if caused in whole or part by the action, inaction, or negligence of the released parties.

I have read, understand, and agree to the above waiver and assumption

of risk agreement. Place: Gurugram (Haryana) ; Date: ____

Signature of student _____

Name and address of Student _____

Signature of Parent/Guardian Signature _____

Name and address of Parent/Guardian _____