

RESIDENCE LIFE POLICY

IILM University welcomes its students to the residence life and experience the community living with fellow students. To ensure a safe and congenial participation in the hostels, students are expected to familiarise themselves and abide by this policy.

Any violation of this policy will result in a disciplinary infraction with a consequent course of action as decided by the appropriate University committee.

Furthermore, kindly be aware that as the campus culture grows and develops in the coming years, all policies including this document may be reviewed, revised and updated. Student feedback on the policy and its implementation is welcome and encouraged.

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IILM University values freedom of expression and critical dialogue, while emphasising mutual respect. Expressions of extreme hatred towards individuals or groups, as well as any actions creating an intimidating, threatening, or hostile environment, are considered serious offenses. Abusive or harassing behavior, verbal or physical, targeting one on personal characteristics or beliefs (such as sex, sexual orientation, gender identity, caste, ethnicity, national origin, religion, or disability) may lead to disciplinary action.

*The policy also applies to anyone visiting the hostel premises.

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Accommodation: Rooms, Allotments, Reassignment

Room Allocation: Room allotment at the hostel is made on a twin-sharing or three-sharing basis for the entire academic year, approved by the university.

- i. Roommates are decided by the University with the help of relevant information provided by the students at the time of the admission.
- ii. All students are expected to room with students from within their own batch.

Note: For Gurugram campus students only, returning students (Second year onwards) are allowed to choose their preferred roommates by indicating the same in the Roommate Preference Form (see annexure A) shared by Student Affairs Office at the beginning of each academic year.

b. Changing rooms in the middle of the session or without formal authorisation from the university may not be possible. This is to ensure the university database is intact for emergency situations.

c. **Room Reassignment:** Residents may request a room change due to unlivable non-functioning facilities or other infrastructure issues. The concerned students should meet with their Warden for assistance. If the request is deemed valid, the Warden, in consultation with senior Office of Student affairs members, may recommend a room change.

d. **Room Keys:** Students will be issued keys to their allotted room including keys for the wardrobe and desk drawers at the beginning of the academic year. They will be responsible for keeping their keys safe as the University is not liable for losses/damages sustained to personal belongings because they lend their keys to another individual(s).

Duplication of the keys and/or use of duplicate keys for unauthorised access is a punishable offense and will be reported to the concerned committee.

If the key(s) is lost, a replacement key may be issued by the Warden subject to the availability of the concerned personnel. Any costs incurred for the replacement key will have to be borne by the student.

3. The Office of Student Affairs reserves the right to reassign any room if deemed necessary during the academic year.

4. IILM University reserves the right to exercise discretion in the enforcement of its residence life policies and regulations. This includes, but is not limited to, decisions regarding student admissions to hostel facilities, room assignments, and disciplinary actions. The University may modify or revoke housing privileges based on a student's conduct, academic performance, and adherence to established guidelines.

3. The University takes no responsibility for the safety of personal items and belongings on or off campus.

e. **Roommate Conflict:** In case a student is experiencing roommate conflict, the following steps should be followed to best address the issue:

Step 01- The student should first make an attempt to improve their living situation by carefully and responsibly communicating with the roommate about difficulties faced.

Step 02- If communication with the roommate does not lead to positive outcomes, the student may go to their Warden to seek assistance. The Wardens are trained and will arrange for a mediation process so as to best resolve conflicts.

Step 03- If the problem persists, the respective Warden will refer the matter to The Office of Student Affairs for further action. After reviewing the request, the facilitation of a room/roommate change based on availability can be done.

Note: that Any roommate change made outside this process will not be considered official.

f. **Room Clearance:** While the allotted room will be retained by the resident students at the end of the Monsoon (odd) semester, rooms must be completely vacated at the end of the respective academic year/programme, with duly filled Room Checklist Form (Refer to Annexure B) and Keys handed over to the respective Warden.

At the end of Monsoon semester (odd semester), the luggage will be moved to the cloakroom for safekeeping and tags will be assigned to students to claim their luggage upon their return. ((please check if we have this facility)

Please find below a step-by-step procedure for room clearance:

a. Inform the Warden of the check-out time at least 24 hours before departure and collect the Room Checklist Form.

b. Complete the Room Checklist Form and submit it to the Warden at least 04 hours before departure. The Warden will countersign the Room Checklist Form after a general assessment of the room for any damages or otherwise.

c. Hand over the Keys to the Warden.

d. Make sure to get a hostel clearance from the Dean of Students before you vacate the hostel.

- ✔ Failure to submit the Room Checklist Form and complete all formalities of checking out of the room at the end of the academic Programme (authorised deadline) will amount to a fine of **INR 2,000** per day payable by the student.
- ✔ All students will have to furnish the requirements of the check-out procedure on their own. No student will be allowed to check out on behalf of any of their peers unless approved by the competent authority.
- ✔ While vacating the room, please hand it over in the same condition as it was handed over at the time of check-in, with all personal belongings removed.
- ✔ All students overstaying beyond the designated check-out date, without due notification and approval, will be charged a fine.
- ✔ While vacating the room, please hand it over in the same condition as it was handed over at the time of check-in, with all personal belongings removed.
- ✔ All students overstaying beyond the designated check-out date, without due notification and approval, will be charged a fine.

Living Protocols

- a. **Room Condition:** In the beginning of room allotment, submitting a Room Checklist Form is crucial. This form gives students an opportunity to declare the condition of their room and contents upon moving in and reduces the possibility of them being charged for a pre-existing condition. If a resident fails to complete and submit this form, their room will be assumed to be in good condition, free of damages, and complete with all contents.

- b. Using personal electronic appliances such as kettles, coffee makers, induction/hot plates, microwaves, minifridges/refrigerators, irons, heaters, immersion rods, etc. inside rooms is prohibited. This is to ensure the safety of students from any fire hazards. The students can avail common facilities that are available to them.

- c. Students are responsible for keeping their rooms in good order and condition throughout their residency in order to comply with residential codes as well as to minimize deterioration of the facility.

- d. It is prohibited to alter any campus property (such as removing furniture from the room) issued to a student as part of their housing.

- e. Painting, applying decals, and otherwise cosmetically altering the furnishings are not permitted. Defacing walls, doors, and common areas with any write-ups, sketches and drawings are strictly prohibited, and those found in violation will be liable for disciplinary action.

- f. Installation of personal property including but not limited to nailing fixtures to walls or ceilings, and drilling holes into walls or furniture is not permitted.

- g. **Common Areas:** Common areas are meant to serve as a space for all residents to come together and avail common resources. This means that the facility and space belongs to none but all the students residing in the hostel. In that case, monopolising the area is strictly discouraged. Upon any damage or loss to University property in common areas and rooms, three times the costs incurred for the purposes of repair or replacement will be billed to the student(s) found responsible.

Evening's grace, quiet space

In an effort to encourage a comfortable resting time for all students, Quiet Hours in hostels are to be observed between 12 Midnight to 07:00 am every day. During Quiet Hours, students are expected to refrain from playing music or creating loud noise in the rooms, common room, washrooms, corridors etc.

Even at all other times, students are expected to not cause disturbance to other members of the community.

Entry and Exit Procedure

a. Main Gate: Student entry into and exit out of campus will be registered and enabled through the biometric systems installed at the Gate. In situations wherein the system goes out of order, students are expected to enter/exit campus making manual entry in the registers provided.

b. Hostel students are expected to be back in the hostels maximum by 10.30 pm. This is to ensure the safety of the hostel students. Failure to be back in the hostel by the said time will lead to disciplinary infraction and intimation to parents/guardians.

c. Special approvals for late entry/exit into the hostel will be required from the parent/guardian of all UG students and the Office of Student Affairs. The application must indicate the reasons for the exemption with respect to the check-in and check-out timings, date and time along with supporting documents (if any).

d. It is difficult to accommodate one/two hour departures during midnight in case of birthdays/celebrations. Such requests will not be catered to.

e. Students are expected to cooperate with the Security Team to ensure the efficient execution of this process. The authorised personnel can deny permission to students, especially in cases where the student is found in violation of the code of conduct expected of the University, state or national law.

f. The University reserves all rights to regulate the movement of the students in and out of campus keeping the safety and security of the community in mind.

Case by Case or Blanket Approval from parents/guardians of PG students

PG Hostel students may opt for a Case-by-Case or a blanket One-time system of approval from their parent(s)/guardian for leaving and returning to campus.

The University will not be held accountable for the well-being of students who leave campus premises and step outside of their own free will.

Parents/Guardian of all these students must approve and notify the Office of Student Affairs of their choice with respect to the process of their ward's checking into and checking out of campus through the Leave Approval and Consent Form (attached in Annexure C) at the beginning of the hostel experience.

Case-by-Case System: Students on a Case-by-Case system of approval will be expected to return to campus no later than 10:30 pm. If a student wishes to avail of a night outside the hostel, parent/guardian will have to provide approval latest by 6:00 pm on the day of the student's exit every time. In cases where students fail to adhere to the timings specified, the following steps will be taken:

- a. The Warden will first reach out to the student as per the contact provided to the University to check their whereabouts for safety.
- b. If unable to make telephonic contact with the student, the Warden will then reach out to their parents/guardians.
- c. If unable to make telephonic contact with parents/guardians as well, the Warden will escalate the matter to the concerned authorities.

Blanket One-Time system: Students on a Blanket One-Time system of approval are permitted to check in and check out from campus between 7:00 am and 9 pm without an approval email from their parent/guardian. Parent/Guardian must ensure that the appropriate leave approval form is filled to avail one time approval for the entire academic year.

Please note: In case of UG students, the university will follow the case by case system of approval.

Hostel Visitation

To ensure privacy for all students, visitors do not have access to the hostel rooms. They are allowed to visit students on campus or at the entrance of the hostel between 8:00 am and 6:00 pm.

Parents/Guardians will be permitted to access their ward's room during moving-in at the time of Orientation and moving out at the end of the academic programme (and on occasions of medical emergencies, with prior knowledge and approval of the respective Warden). Meetings in common rooms are permitted; only female guardians are allowed in the girls' hostel, and only male guardians in the boys' hostel.

The request for night-out will be received by the parent/guardian. Upon their approval the notification will be sent to warden and the security; based on which student can be allowed to leave the premises.

Staff/Faculty are expected to carry their University ID Card with them and sign in at the front desk to gain admittance inside the rooms. This entry is permitted only after special approval from the Vice President of the University.

While residents are allowed to move freely into rooms of their peers across rooms, the privacy of those students who do not prefer the movement of another resident into their room is also recognised. Residents are requested to be mindful of the same.

Health and Emergency

All hostels are equipped with a First - Aid box. In case of an emergency, the concerned student will be referred to the Infirmary (campus premises) for immediate care and attention.

Upon recommendation from the infirmary doctor for hospital transfer, the student will be transferred to the nearest hospital. Hospital expenses will be the student's responsibility, and the IILM University medical health insurance card can be utilised.

Mental Health

IILM university is committed to ensure the overall well-being of its students. In case of mental health crisis:

- a. We will encourage the student in crisis to seek support from iBloom (Centre for well being at IILM University). If required, a friend/peer can seek an appointment for the student with their consent.
- b. In case there are physical manifestations of the mental health crisis, escort the student to the Infirmary for further assistance.
- c. Roommates or friends, while supportive, are not professionally equipped to support a person in Crisis. Therefore, it is recommended to call for support by contacting the Hostel manager or iBloom centre immediately.

The hostel authorities will notify the parent(s)/guardian of the concerned student about the situation if required. The student (if medically alert and conscious), will also be kept in the loop while notifying the parent(s)/guardian.

Terms and Conditions applicable

A mental health crisis may look different for different people. Generally it includes:

- ✔ Being at risk of harm to self or others
- ✔ Anxiety or panic attacks
- ✔ Flashbacks or nightmares of past experiences
- ✔ Withdrawing from friends and family
- ✔ Difficulties with communication
- ✔ Not being able to think about other things

Ragging and Sexual Harassment

Ragging is any form of abuse, humiliation, or harassment by causing physical or psychological harm and disrupting academic life. IILM University has zero tolerance towards ragging or any discrimination.

To file a complaint, students can email the Anti-Ragging Committee. Based on the complaint and available evidence, the committee will further investigate the case and arrive at a verdict through a confidential process.

Any form of sexual harassment is considered a serious offence by the University and those found guilty shall be liable for disciplinary action. To file a complaint, students can email the Internal Complaints Committee (ICC). Based on the complaint and available evidence, the committee will further investigate the case and arrive at a verdict through a confidential process.

Use of Psychoactive Substances

The sale, distribution, manufacture, and use of alcohol, tobacco, and/or other controlled substances is strictly prohibited on University premises.

If a student is found consuming any of the aforementioned materials and/or is found in possession of alcohol/narcotic drugs, they will be reported to concerned authorities.

Strict disciplinary action will be taken against those behaving in a disorderly manner with other students, staff, or faculty on campus after having consumed any of the aforementioned items.

- ✔ Alcohol Bottles
- ✔ Hookah/Bongs/Chillums/Water Pipes
- ✔ Drug manufacture paraphernalia

The hostel authorities reserve the right to conduct inspections of student rooms to maintain a substance-free environment on campus.

Room Inspections

The hostel authorities may be compelled to inspect a student's allotted room without the consent of and prior notification to the residents under circumstances that indicate danger to the well-being of an individual(s) and/or indicate a violation of the University regulations. An inspection will involve the opening up of all locked and closed spaces such as cupboards, lockers, suitcases etc, in the room by the authorised personnel in order to seek evidence for the purported violation/reported incident. During the inspection, the authorised personnel can confiscate items and document actions that constitute a violation of national, state, and local laws as well as any University regulations.

Room inspection can be undertaken by:

- ✔ Warden/Senior Warden
- ✔ Hostel Manager
- ✔ Senior staff from the Office of Student Affairs

The following procedure will be followed for room inspection:

- ✓ A formal inspection permit will be issued by the Vice President/ Pro Vice Chancellor /COO of the University.
- ✓ The inspection team will attempt to secure permission for entry (by knocking) and a time-lapse of two minutes shall be provided to the residents to open the door. In case of failure to open the door within three minutes, the inspecting officer can enter the room without permission for inspection.
- ✓ The team will try their best to ensure that the inspection is conducted in the presence of the occupants except in those circumstances where it is not possible.
- ✓ Any student who believes that procedures outlined for Room Inspection have been violated may appeal to the Vice Chancellor of the University.

Resident Rights

As a stressful living environment can affect a student's academic performance and emotional well-being, IILM University is committed to ensuring that certain basic rights and duties are binding upon all students.

- ✓ The right to privacy.
- ✓ The right to free and uninhibited access to the allotted room at all times.
- ✓ The right to have the roommate and/or peers respect personal belongings.
- ✓ The right to study and sleep peacefully in the allotted room, free from any undue interference or hindrance from the roommate and/or peers.
- ✓ The right to be asked/consulted with and to grant/deny permission for having peers invited over in the allotted room.
- ✓ The right to free and uninhibited access to common spaces.
- ✓ The right to be treated as equal without fear of harassment, intimidation, bullying, and physical and/or emotional harm.

Any violation of the above-stated rights can be reported to the concerned authorities for further action.

Annexure A: Room Preference Form

Personal Information	_____
Name	_____
Student ID	_____
Email Address	_____
Phone Number	_____
Department	_____

Roommate Preferences

1. Do you have a specific roommate in mind?

Yes (If yes, please provide their name with URN number: _____)

No

Terms and Conditions

- ✔ Roommate preferences will be considered based on availability and mutual agreement between the students involved.
- ✔ Both students must request each other as preferred roommates for the assignment to be valid. If mutual preference is not indicated, the hostel administration reserves the right to assign roommates based on other factors.
- ✔ Submission of this form does not guarantee room assignment with your preferred roommate. Assignments are subject to hostel capacity and administrative discretion.
- ✔ Once assigned, changes to roommate preferences will not be entertained except under exceptional circumstances approved by the hostel administration.
- ✔ Students are required to follow all hostel rules and regulations as outlined in the Hostel Policy, including maintaining cleanliness, adhering to timings, and respecting shared spaces.
- ✔ Any disputes or conflicts arising between roommates must be reported to the Hostel Office immediately for resolution. The administration reserves the right to reassign rooms if necessary.

- ✔ False information provided in this form will lead to immediate disqualification from roommate preference consideration.
- ✔ The hostel administration reserves the right to make final decisions regarding roommate assignments, which will be binding on all students.

Signature: _____

Date: _____

Please submit this form to the warden by the specified deadline for consideration in roommate assignments. Late submissions will not be entertained.

Annexure B: Room Checklist Form

Name _____

Room No _____

Email ID: _____

Instructions: Please check your assigned room carefully and mark the condition of each item using the following codes:

G: Good (Working/Clean/Undamaged)

D: Damaged (Requires Repair/Replacement)

M: Missing

N/A: Not Applicable

Please Note: Students are expected to maintain their room in good condition for the entire duration of their stay. In case a need to repair/replace any damaged/misused/missing item arises, IILM University reserves the right to charge the student for the same.

Room Inventory Checklist:

Furniture: _____

Bed: _____

Mattress: _____

Study Table: _____

Chair: _____

Wardrobe: _____

Side Drawer: _____

Curtains: _____

Mirror: _____

Electrical Appliances: _____

Ceiling Fan: _____

Air Conditioners: _____

Light Fixtures: _____

Electrical Sockets: _____

Student Signature:

Warden Signature:

Annexure C: Leave Approval Form

Parent Undertaking for Blanket Approval for Overnight Stay Outside the Hostel

I, parent's name , father/mother/guardian of (Student's Name), studying in (Department name), (URN no.) at IILM University, hereby give my consent for my child to stay outside the hostel overnight, should they wish to do so, under the following terms and conditions:

- I understand that this is a blanket approval allowing my ward to stay outside the hostel without prior intimation to me, under the assumption that my ward will inform me about their plans.

- ✔ I acknowledge that the responsibility for keeping me informed of the details of any overnight stays outside the hostel rests with my ward.
- ✔ I accept that the hostel authority will not be responsible for any incidents or issues that may arise during my ward's stay outside the hostel, and that any travel or accommodation arrangements will be made by him/her.
- ✔ I understand and agree that the hostel timings will be strictly enforced, and no late entries or exits will be leveraged under any circumstances.
- ✔ I am aware that my consent for my child's overnight stays outside the hostel is subject to the condition that they follow all the university's rules and regulations and take full responsibility for their actions while staying outside the hostel.

By signing below, I confirm that I have read and understood all terms and conditions outlined above, and I provide my consent for my child to stay outside the hostel under the blanket approval arrangement, as described.

Parent's Full Name _____

Student's Full Name _____

Relationship to Student _____

Parent's Contact Number _____

Parent's Email Address _____

Parent's Signature _____

Date: