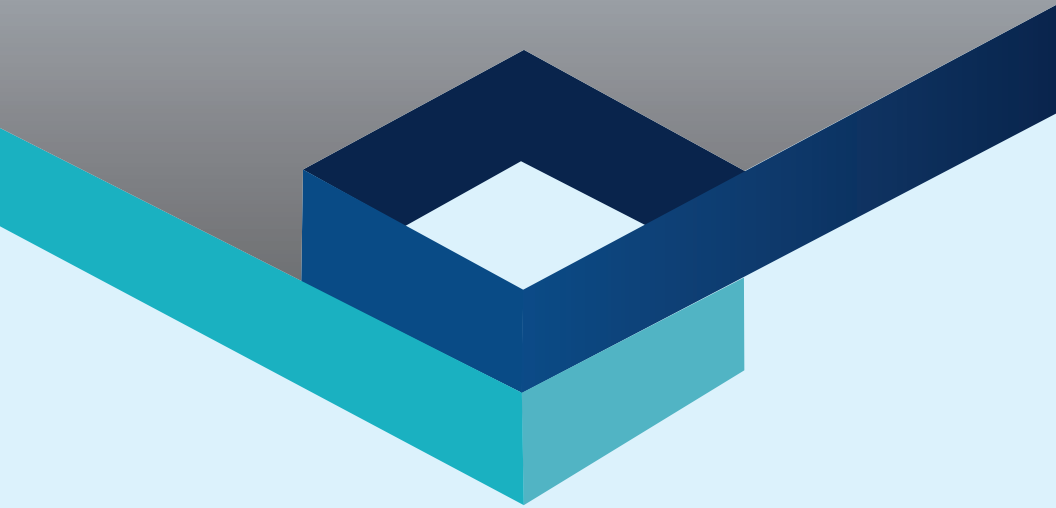


***IIRM***



**Student  
Hostel Book  
2022**

# Hostel Hand Book

(2022)



## Introduction

This Manual is intended to inform students about the rules and regulations to be followed during their stay at Hostels at IIRM. It describes the general code of conduct, dos and don'ts that students should observe. Students are expected to become familiar with these and abide by the same, so as to ensure that they will have a pleasant environment during their stay at the Institute.

## About the Institute

The Institute of Insurance and Risk Management (IIRM), Hyderabad is a joint initiative between the Insurance Regulatory and Development Authority of India (IRDAI) and the State Government of Telangana represented by TSIIC. It is located in the Financial District of Hyderabad.

## About Hostels

The residential complex consists of Hostels for Boys & Girls built separately, a Canteen, few essential Quarters for staff of the Institute, recreation facilities etc. For the safety & security of the inmates, the entire residential complex is under the surveillance of 24x7 Closed Circuit Television (CCTV).

The Institute's Hostels for Boys & Girls are spread over an area of about 2 Acres. Both the hostels have a three-storeyed structure each. Ground floors of respective Hostels consist of Hostel Administrator / Warden's Office, Common room, Gymnasium, and Laundry facility among others.

## Admission to Hostels

Subject to availability, students are provided accommodation at the Hostels on 3 persons sharing basis at a standard rate built into the fees. There are few rooms which can accommodate 2 persons. A student seeking admission to the Hostel is required to give an undertaking/declaration in writing of having understood the rules and regulations and that he/she will abide by the same. The parent or guardian is also requested to endorse the same as per the provisions therein. The allotment is based on first-cum-first payment basis. Individual room allotment will be done by the Hostel In-charge at the time of joining as per the availability.

- A student admits to the hostel for a particular Academic year shall pay the fee for the entire period regardless of the date of joining & vacating. The payment must be remitted on or before the date of admission. The details of fee particulars relating to Hostel & Canteen including mode of payment are available with the Admission Department.
- A student, who once reserves his / her hostel accommodation and pays the fee, will not be eligible for a refund if he/she withdraws/cancels later. Adjustment of Hostel fee with tuition fee or vice versa is not permitted under any circumstances.
- A resident must obtain a No Dues Certificate and a gate pass from the Hostel administrator at least three days before she/he intends to vacate the Hostel. A resident must hand over the complete charge of his/her room to the Hostel In-charge along with the No Dues Certificate while vacating the Hostel accommodation. Gate pass is to be handed over to the Security Guard on duty before leaving the Hostel premises.
- As the Institute is required to undertake annual maintenance works, students must vacate the rooms within 3 days of completion of the end-term examinations or on a date so announced by the Institute.

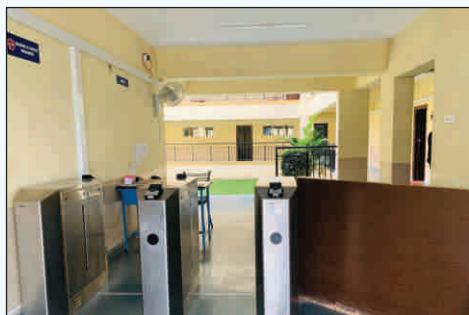
## Campus

- All students are expected to follow the Handbook to avoid any untoward/unpleasant incidents while staying in the campus.
- It is mandatory to wear the Institute's ID card at all times, without which access to campus/hostel will be denied. The student ID card is a smart card embedded with a chip. The card not only allows entry to various buildings/departments but also gives access to several other stored information like attendance records, academic records, etc.
- Students are required to maintain a friendly relationship with all the inmates and should not cause any disturbance to others in the Hostel, Room, Canteen or any other place within the Campus.
- Ragging in any form is prohibited on the Campus. If any student is found to be indulging/engaging in any kind of activities which amount to ragging, action will be initiated as per the Institute's Code of Conduct and also as per prevalent laws of the State. This could include expulsion from the Institute and also further action by the law enforcement authorities.
- Consumption of Drugs, Alcohol, Smoking, Gambling, Playing Cards, Chewing Pan, Carrying Firearms, Knives, etc. are prohibited in the entire Campus including Hostels, Hostel Rooms, and Commonplaces. Students not complying with the same are liable for expulsion and rustication from



the Hostels. Depending on the gravity, the case will be handed over to the law enforcement agencies and further action may lead to the cancellation of Admission to the Institute's courses.

- The Hostellers are allowed to order outside food at the designated timings fixed by the Hostel Management. A designated place has been arranged for this purpose and to be consumed at that place only. The outside food cannot be carried to the Canteen or any other areas.
- The inmates are advised to dress appropriately in the residential side (Hostels, Canteen & Recreational facilities) of the campus keeping in view the sensibilities of other students and staff.
- As it affects the safety of all inmates of the Hostels, cooking in the rooms or on any part of the premises of the Campus by the students is not permitted. Anyone found to be indulging in such activities will be immediately asked to vacate the Hostel premises. The fees paid will not be refunded
- Due to the limited area being available, entry for four-wheelers is not permitted except in the case of physically challenged persons. However, limited arrangements are available for 2-wheeler parking which will be monitored by the Institute's authorities.
- Celebrations of festivals, birthdays, etc., are allowed only at the designated place in the Campus. For this, the student may contact the Hostel In-charge.



## Hostels

- As the accommodation is on sharing basis, students are expected to keep their beds, personal items, etc., in a clean condition and are also advised not to occupy furniture/ places not allotted to them.
- Students are advised to keep their surroundings clean and tidy to avoid inconvenience to other inmates of the room and hostel.
- The maintenance of the Hostels and also other designated premises are carried out by an outsourced agency. Students in their own interest are advised to cooperate with such staff at all times so that the entire premises are kept clean.
- Hostel residents should avoid arguments with the administrative and support staff. Complaints, if any, may be brought to the notice of the Hostel Administrator / Warden in written form.
- Playing loud music, dancing, and lighting incense sticks inside rooms are strictly forbidden both inside and outside the hostel rooms.
- As it affects the safety of all inmates of the Hostels, cooking, ironing clothes, using water heaters or any kind of appliances in the rooms, or at any of the premises of the Campus by the students is not permitted. Anyone found to be indulging in such activities will be immediately asked to vacate the Hostel premises. The fees paid will not be refunded.



- Students are not permitted to stay in the Hostel during Institute's study hours. The Hostels' power systems will be switched off during Academic / Class hours. In the case where a student is found to be sick, after properly ascertaining, suitable exceptions are made for the benefit of the student concerned.
- In case a student becomes sick, he/she should bring the same to the notice of the Hostel staff. Since the Hostel accommodation is on a sharing basis, if a student is found to be suffering from a chronic / viral disease, he/she may be asked to leave the Hostel and go back to his/her home till recovery and Parents/guardians will be informed accordingly.
- A student will not be allowed to change the room and also the layout of the room without prior written approval of the Hostel Administrator / Warden.
- Students are responsible for the custody and care of the furniture and fixtures in their respective rooms and the hostel furniture should not be removed / dislocate.
- Damage to the furniture & fittings of the Room / Hostel if any, will have to be paid by the concerned student/s. Unless the issue of damage/ loss is sorted out, a student will not be issued the No Dues certificate which needs to be produced at the end of the course.
- No student should deface his/her room in any manner by sticking posters, papers, writing, drawing etc.



- During late hours of study, students are advised to use the reading/study lamps provided to them at the respective tables so as to avoid inconvenience to the other inmates.
- Students are required to use the locks that are provided by the Institute. Use of personal locks or giving of keys to others while away from their rooms is not permitted.
- Students are advised not to keep any valuables in their rooms. Doing so would be at their own risk and the Institute cannot be held responsible for any loss or damages caused.
- Parent / Guardian is allowed to meet a hosteller only at the designated place and timing (Every Second Saturday of the month between 9:00 AM to 5:00 PM). They are not allowed into the Hostel and the details of the person/s will be required to be recorded in the Register kept for this purpose.
- Students during night must enter their respective rooms by 10:30PM. If anyone found outside after the aforesaid timings will be punished.
- A Hostel resident absents himself/herself from the campus/hostel must intimate in written with details as required before leaving the Campus. Failing which the same will be intimated to the parents.
- No resident is allowed to go out or come inside the Hostel after 09.00 pm. However, the Hostel In-charge can allow late night entry and late night outs only after a written request has been received from the parents or the local Guardian of the resident. The Administration will have no responsibility for the conduct of the resident outside the Hostel premises.





- If a student is found to consume alcohol/ drugs and comes to the campus at any time, he/she will be subjected to physical checking including verifying with the help of a breath analyser. An altercation with security staff will attract disciplinary action including handing over the case to the law enforcement authorities.
- An authorized official/ staff designated by the Institute can enter and inspect any room in the interest of safety and proper conduct of students. Entry by the officials can be made at any time, whether the students are present or not, without any prior notice.
- Whatever the decision made by the Hostel Management either written/oral format must be obeyed by the students and will be final. Any objection to this or trying to change it or seeking anyone's consent will be viewed seriously.
- In all matters of discipline in regard to Hostel & Canteen, the decision of the Institute will be final. A student expelled on disciplinary grounds will forfeit his/her fees and the deposited amount.



### Caution Deposit Refund

Students are required to pay a Hostel Caution Deposit amount of Rs. 10,000/- towards any unforeseen damage caused by him/her. Students after the completion of the course, while they are vacating the hostel, need to obtain a NOC (No Objection Certificate) from the Hostel Administrator and the Canteen In-charge certifying, that the said student has not caused any damage to the property of IIRM and is not due to any payment to the canteen. Only after the submission of the NOC, the students are eligible for a refund of their Hostel Caution Deposit amount.

Based on the charges levied to the student for the damages and other aspects, the refund amount will be calculated and the same will be submitted to the Accounts Department.

Once the accounts department receives all the NOCs of the particular batch, they will process the return of the amounts through an appropriate payment mode to the student within 90 official working days.

### Water & Electricity

The Institute has both municipal sources of water supply and also own sources of supply. The Institute's RO plant facilities ensure the clean water supply at all times to the Campus.

Apart from electric supply from the State Electricity Board, the Institute has its own Generators/ Invertors / UPS systems providing uninterrupted power supply to the Campus and the equipment inside.



## Hot water facilities

Solar Hot water facilities are installed at the Hostels and students are advised to be prudent in usage, keeping in view the requirements of the other inmates of the Hostels.

## Water Dispensers / Coolers and Tea / Coffee Vending machines

For the benefit of the inmates, Water Coolers / Dispensers are installed at designated places in the Hostels. Also, Tea & Coffee vending machines are installed and the inmates can avail the same at nominal costs. Students are required to maintain the needed sense of decorum befitting a place of higher education.

## Laundry Facilities

The Institute provides laundry facilities at the Hostels. Laundry services can be available to the students by depositing Rs. 6,000/- per year at the time of taking admission in the hostel.



## Litter and Dustbin Facilities

Inmates of the Hostels are advised to observe all that is required to be followed so that they enjoy a litter and infection-free environment. In addition to normal dustbin facilities, there are special facilities for Girl students and they are advised to utilize the same.

Since the Campus has been constructed newly, there are possibilities of pests like rats and other hazardous animals such as snakes may find sanctuary in some areas of the Campus especially if food items are thrown indiscriminately all around. Inmates are advised to ensure litter (especially food items) free places for the safety of one and all.

### **Wi-Fi Facilities**

The Institute provides free Wi-Fi facilities to the students to access their emails and other academic information.

### **Lift Arrangements**

The lifts installed in the Hostels are meant for physically challenged persons and some inmates who might need to use the same for medical reasons. Regular students are advised to use only the stairs for their movements.

### **Canteen**

To ensure proper catering arrangements, the Canteen has its own Kitchen. The kitchen is equipped with modern & automatic equipment, thus ensuring a high level of hygiene and also higher output of quality.

The canteen is kept open at specific times and the same is displayed in the Notice Boards. At all times, students are advised to follow the instructions displayed at the Canteen for them to avail the catering facilities.

- Due to limited facilities, only vegetarian food will be served to all. Also, due to the sensitivities involved, no deviation is allowed.
- There are arrangements for special meals for those who are sick. They can contact the Canteen In-charge for availing the same.
- There are no counter sales in the Canteen as the catering services are only for regular inmates staying at the Hostels.
- The Institute provides lunch facilities to day-scholars/ students admitted to a few specific courses on a payment basis. The payment is not for a day/month and is for the entire period of the course.
- After consumption of food, items like plates, glasses, etc. used must be dropped at the designated places as per the provisions made and notices displayed.

- Entry into the kitchen is strictly prohibited. Failure to comply with the same will attract severe punishment including discharge from the Hostel.
- Food should not be taken out of the Canteen premises. Outside food is also not allowed into the Canteen.
- Sharing of food by the students at the Canteen is not permitted as it creates conflicts and accounting problems for the Catering Supervisor.
- Taking out utensils/plates/spoons etc. from Canteen to outside places, even if it means within the Campus, is not permitted.
- Complaints / Suggestions if any, should be entered in the Suggestion / Complaint Register or the same can be written and dropped in the Suggestion Box.

### Recreation Facilities within the Hostel

There are limited recreation facilities like indoor games and other reading materials. While enjoying the facilities provided, students are advised to keep in view that there are several other inmates who would be using the same.

### Sports and Recreation Facilities

- Access to the sports zones is only for hostellers. Students are advised to show their ID cards where required.
- The Institute has installed equipment for several games, both outdoor & indoor and also for other extra-curricular activities. Students are encouraged to use these in the manner described. Some of the facilities are:
  - ◆ Badminton, Basket Ball, Table Tennis, etc.
  - ◆ Carom, Chess, Gym, etc.
- In addition to the above, the Campus has outdoor Gym facilities for both Boys & Girls.
- Rackets, Shuttle and other materials required for the Badminton should be brought by the students only.

## Medical Facility

- All the student are covered by the Group Mediclaim policy.
- Institute has arrangements with nearby Hospital for all emergencies.
- On a regular basis a Resident Medical Doctor is available at the Institute for consultation.

## General

The hostel is treated as an extension of the Institute and the rules of the hostel are applicable to all the occupants. All instructions/notices displayed on the Notice Boards of the Hostels / Institute campus will be deemed to have been served and read by the hostel residents/students and any excuse of not being aware of these rules will not be entertained. Students are advised to apprise themselves regularly of the information /circulars/orders issued by the Institute from time to time from the Notice Boards placed in the Hostels and also in other places on the Campus.





# **IIRM**

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[www.theiirm.ac.in](http://www.theiirm.ac.in) / [www.iirmworld.org.in](http://www.iirmworld.org.in)

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