

**IIRM**

**Student  
Hostelbook  
2023**

# Hostel Handbook

## (2023)

### Introduction

This Manual is intended to inform students about the rules and regulations to be followed during their stay at IIRM Hostel. It describes the general code of conduct, do's and don'ts that students should observe in the hostels and IIRM Campus housing area. Students are expected to become familiar with these and abide by the same, so as to ensure that they will have a pleasant atmosphere and experience 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, a few essential Quarters for staff of the Institute, recreation facilities, garden area etc. For the safety & security of the inmates, the entire residential complex is under the surveillance of 24 x 7 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. Ground floors of respective Hostels consist of Hostel Administrator / Warden's Office, Common room, Gymnasium, and Laundry facility among others.



**Admission to Hostels**

Students are provided accommodation, subject to the availability, at the Hostels on 3 persons sharing basis at a standard rate built into the fees. There are few rooms that can accommodate 2 persons available with additional cost. 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 is permitted to stay in the hostel for a particular Academic year and shall pay the fee for the entire period regardless of the date of joining & vacating the allotted accommodation. The payment must be remitted on or before the final date of admission. The details of fee particulars relating to Hostel & Canteen including mode of payment are available with the IIRM Admissions Department.
- A student, who once reserves his / her hostel accommodation and pays the hostel fee, will not be entitled to a refund if he/she withdraws/cancels it 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 Superintendent/ Administrator before the last three days he/she intends to vacate the Hostel. A hostel 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 authorities.

## Campus

- All students are expected to follow the Handbook guidelines to avoid any unwanted/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 in IIRM Campus. If any student is found to be indulging/engaging in any kind of activities to ragging, action will be initiated as per the Institute's Code of Conduct and also as per prevalent amount laws of the State. This could include expulsion from the Institute and also further action by law enforcement authorities.
- Consumption of Drugs, Alcohol, Smoking, Gambling, Playing Cards, Chewing Pans, Carrying Firearms, Weapons, Knives, etc. are prohibited in the entire Campus including Hostels, Hostel Rooms, and Common places. 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 is 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, staff, and visitors
- As it affects the safety of all inmates of the Hostels, cooking by the students is not permitted inside the rooms or on any part of the hostel premises on the Campus. Anyone found to be indulging in such activities will be immediately asked to vacate the Hostel premises. The fees paid will not be refunded for this negligence/ delinquency.
- Due to the limited parking 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, use the trash bins placed in the common areas of the hostel for disposing of their trash to avoid inconvenience to other inmates of the room and maintain hygiene.
- 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/ Hostel 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, use of water heaters or any kind of appliances in the rooms, the hostel premises on 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 the 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/ damage his/her room paintwork/items of furniture/ doors/ windows 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 inside 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 time (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 the night must enter their respective rooms by 10:00 PM. If anyone is found outside after the aforesaid timings will be punished.

- A Hostel resident who absences himself/herself from the campus/hostel must intimate in writing 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 have consumed 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 analyzer. 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 the 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 the 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.





### Hostel Students Movement and Timings Guidelines

- General day out:
  - o 7.00 AM to 8.00 AM in the Morning
  - o 5.00 PM to 7.00 PM in the evening
- No day-out permission will be given to students during academic hours i.e. between 8.30 AM to 4.30 PM unless in an emergency – with course coordinator permission
- Day out permission with Hostel superintendent permission will be given between 4:30 PM to 9.00 PM
- All the day-out permissions should be through mail, addressed to the Hostel Superintendent
- For all day-out permissions exceeding 5 hours, CC to be marked to respective student's parents in the mail permission
- All leave permissions to be taken from the Course coordinator with the student's parents and Hostel Superintendent
- All the students should be inside the Hostel campus before 9.00 PM. No student will be allowed outside the campus gate beyond 9.00 PM
- All the students should be inside their respective hostel rooms by 10.00 PM. Students will not be allowed out in the campus beyond 10.00 PM
- Only the North gate is to be used for day-out movement
- Only the South gate is to be used for going on leave and coming back to campus



### 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 student is 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 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.

### 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 on 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

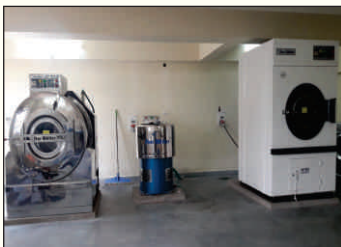
Solar Hot water facilities are installed at the Hostels and students are advised to be cautious and avoid water wastage, keeping in view the requirements of the other inmates of the Hostels.

## 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 in hostels and the inmates can avail the same at nominal costs. While using the vending machines, disposing the used cups 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 will be available to the hostlers from PGDM Batch 2023-25. Senior students (PGDM batch 2022-24) should pay the laundry fee before the commencement of the new academic year.



- Each student is allowed to drop 8 KGs of clothes with a maximum of 30 pieces in a week. These include Formal and Casual clothes. Inner garments (socks/ hand gloves/ handkarchif/ face masks/ inner-vests etc) are not allowed for cleaning in laundry services.
- The laundry person will be available for 26 days a month (excluding Sundays and public holidays if any).
- Students are strictly not allowed to enter the laundry room in the absence of a service provider without prior permission/ intimation.

- Students should strictly follow the dropping and delivery schedule mentioned below:

#### Schedule For Laundry Services and Guidelines For Students

Schedule	Schedule for dropping	Schedule for delivery
<b>Boys Hostel</b>		
Ground floor and 1st Floor	Monday of every week	Thursday of every week
Second floor	Thursday of every week	Monday of every week
<b>Girls Hostel</b>		
Ground floor and 1st Floor	Monday of every week	Thursday of every week
Second floor	Thursday of every week	Monday of every week

- Any unauthorized entry by students trying to influence the service provider will be viewed very seriously and will be liable for disciplinary action.
- Clothes should be dropped at the Security desk after entering all required details in the register. Students will be responsible for the wrong details and the count of clothes.

#### 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 not to throw/ 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 in 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.

### Canteen Guidelines for Students

Available Service	Opening Time	Closing Time
Breakfast	7.30 AM	8.30 AM (9 AM on Saturday, Sunday & Holidays)
Lunch	1 PM (12.30 PM on Saturday, Sunday & Holidays)	2 PM
Snacks	4.30 PM	5.30 PM (6 PM on Saturday, Sunday & Holidays)
Dinner	7.30 PM	9.00 PM (9.30 PM on Saturday, Sunday & Holidays)

There will be no deviations or exceptions to these timings and students are advised to strictly adhere to these timings. Delays in breakfast cannot be used as a pretext for late attendance for classes which is being done repeatedly by most of the students. This will attract disciplinary action from the management.

Inform the following to the Hostel management and Canteen In-charge through the mail:

- Before 10.30 AM, if you are skipping lunch at the canteen
- Before 5 PM, if you are skipping the Dinner at the canteen
- Students not following the above guidelines will not be given Day out permissions for 1 week.
- Students are strictly not allowed to enter the kitchen area.
- Students found intimidating, arguing with, or trying to influence the canteen staff will attract disciplinary action

- Students Creating disturbance in the canteen area, and damaging the assets will be liable for severe disciplinary action
- The students' committee for the canteen should meet once a week to finalize the food menu in consultation with the Hostel administration and Canteen management.
- Outside food delivery is not allowed inside the campus beyond 9.00 PM. Students are advised to plan and order their food accordingly.

### 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 :
  - o Badminton, Basket Ball, Table Tennis, etc.
  - o Carom, Chess, Gym, etc.
  - o In addition to the above, the Campus has outdoor Gym facilities for both Boys & Girls.
  - o Rackets, Shuttle, and other materials required for the Badminton should be brought by the students only.

### Medical Facility

- All the students are covered by the Group Mediclaim policy.
- Institute has arrangements with nearby Hospitals for all emergencies.
- On a regular basis a Resident Medical Doctor is available at the Institute Clinic Room for Consultation between 5.00 pm to 7.00 pm.

### Penalty

Any penalty levied will not be adjusted in the caution deposit amount under any circumstances.

### General Guidelines

In an event of a Pandemic situation the guidelines in the protocol issued by the Government authorities would be strictly implemented in the residential area.

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 reserves the right to modify the contents of this brochure without any prior notice.**



### Medical Fitness Certificate

This is to certify that I have carefully examined

Mr./Ms. ....  
Son of/ Daughter of ..... Age.....  
A resident of .....  
District.....State.....  
Pin Code.....

He/she is in good physical and mental health and is free from any physical defects such as deafness, color blindness, and any chronic or contagious diseases and is fit for pursuing education and hostel stay.

This certificate is being issued to him/ her for the purpose of.....

Signature of the candidate

Medical officer's name.....  
Registration number.....  
Signature with seal.....

Note : A medical certificate issued by a qualified doctor possessing at least an MBBS degree / Civil Surgeon Registered with the Medical Council of India is only valid. It will be valid only up to 1 year from the date of issuance.

## SELF-DECLARATION ON HOSTEL ADMISSION

In view of the professional nature of the Course and the Institute, I hereby understand that I should strictly abide by the Rules and Regulations formulated by the Institute of Insurance and Risk Management- Hyderabad, from time to time, and therefore in obedience, I give my unconditional consent to the following terms and conditions of my admission into the \_\_\_\_\_ course I have been enrolled into for the academic year \_\_\_\_\_.

1. That I understand IIRM is a legally registered entity and has all constitutional rights to frame its own rule & regulations, disciplinary guidelines, and security protocols to safeguard the interests of all parties concerned.
2. That I shall abide by the Rules and Regulations of the Hostel.
3. That I shall not indulge in any act or activity, at the hostel or outside of the Hostel, that will bring any disrepute to the Institute and those punitive measures will be meted out to me on such an account, including debarring from the institute.
4. That I understand I will be liable for punishment/penalty for indulging in the following acts or activities
  - Consuming alcohol inside the campus and or coming to campus in an inebriated condition / under the influence of drugs & alcohol
  - Smoking inside the campus ( Academic area and residential area )
  - Indulging in any illegal activity punishable under IPC like Drug abuse, betting, gambling, etc.
  - Carrying and keeping hazardous materials like sharp weapons, firecrackers, chemicals, etc.
  - Inappropriate dressing inside the campus ( Academic area and Residential area ) as specified in detail in the hostel guidelines
  - Public display of affection and passion / inappropriate behavior as specified in the hostel guidelines
  - Indulging in criminal activities like theft, physical altercations, abuse & usage of derogatory language, and other unruly behavior
  - Littering of open spaces on the campus and damaging/ defacing/ defiling of hostel assets and rooms
  - Not following Laundry and canteen guidelines, misusing and abusing the facilities
  - Not following hostel timings - Before 9 PM inside the campus and before 10 PM inside the hostel room

- Intimidating / Arguing with security staff and disrupting their duties or trying to influence them to deviations from their duties
  - Using hostel rooms other than those allotted to him/her.
  - Encouraging/ petting animals inside the campus which will cause littering and hygiene risks to all concerned
  - Playing loud music/ loud shouting/creating chaos and disturbing fellow inmates in the residential area.
5. That I am aware of CC cameras being installed to cover the whole campus including Academic and Residential areas for surveillance meant for the safety and security of inmates.
  6. That I am solely responsible for my physical well-being and will promptly inform the Institute authorities in case of any sickness/injury, duly marking a copy to my parents without fail.
  7. That I am solely responsible for any situation arising out of any toxic/hazardous relationships with opposite genders on the campus
  8. That the contact details of self and my parents provided by me are genuine and correct and can be used for all communications
  9. That I am aware of and agree that I shall be expelled from the Institute forthwith, without any right to any refund of any monies from the Institute on account of any malpractice of any nature that I am found indulged in or during my stay at IIRM hostel.
  10. We also agree that after joining the \_\_\_\_\_ program, if in the event of discontinuation of the course voluntarily and/or debarred from attending the classes/examination by the IIRM for any unlawful behavior on my part or for any other similar reason, the Course Fees paid by me, will not be refunded by the IIRM under any circumstances and no correspondence in this regard shall be entertained by the IIRM.
  11. That any dispute in regard to admission will be subject to the jurisdiction of the courts in Hyderabad.

Signed at.....on .....

Name:.....

Signature of the Student/Candidate

Signature .....

Name of (Parent/Guardian) Sri/Smt.....

Subscribing to the above conditions in his/her capacity as Parent/Guardian.

# **IIRM**

Financial District, Gachibowli, Hyderabad, 500 032.

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

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